

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Steve Fewell, Chair

Allan Jamir, Vice Chair

David Steffen, Thomas De Wane

Richard Schadewald

ADMINISTRATION COMMITTEE

Thursday, January 29, 2015

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of November 20, 2014.

Comments from the Public

1. Review Minutes of:
 - a. Housing Authority (November 17 and December 15, 2014).

Communications: None.

Treasurer

2. Budget Status Financial Report for October, 2014 and November, 2014.
3. Budget Performance Report for October, 2014 and November, 2014.
4. Treasurer's Financial Report for October, 2014 and November, 2014.
5. Treasurer's Report:
 - A. Status of RFP Project #1873 of 8-26-14 for Financial Advisory Services.
 - B. Sale of Tax Deeded Lands by WI Statute 75:
 - i. Request to Modify Administrative Policy T-1
 - ii. Means of determining "Appraised Value"
 - iii. Offer property to Brown County Departments first, then to Municipality
 - iv. Current Inventory List
 - v. Possible use of Wisconsin Surplus Online Auction

Corporation Counsel

6. Monthly Reports for November, 2014 and December, 2014.

County Clerk

7. Budget Status Financial Report for October, 2014.

Child Support

8. Budget Status Financial Report for November, 2014.
9. Departmental Openings Summary.
10. 2014 Child Support Agency Annual Report.
11. Director's Report for December, 2014 and January, 2015.

Human Resources

12. Budget Status Financial Report for December, 2014.
13. Activity Report for November, 2014 and December, 2014.
14. Departmental Openings Summary.
15. Director's Report.

Department of Administration:

16. Budget Status Financial Report for December, 2014.
17. 2014 Budget Adjustment Log.
18. Director's Report.

Technology Services

19. Budget Status Financial Report for November, 2014.
20. Budget Adjustment Request (14-106): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.
21. Technology Services Monthly Report, January, 2015.
22. Brown County Technology Services 2014 Annual Report.

Other

23. Audit of bills.
24. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, November 20, 2014 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor Jamir, Supervisor Schadewald
Excused: Supervisor Steffen, Supervisor De Wane
Also Present: Mary Reinhard, Chad Weininger, Brent Miller, Supervisor Landwehr, August Neverman, Kristen Hooker, Paul Zeller

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:35 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of October 23, 2014.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

2. Review Minutes of:

a. Brown County Housing Authority (October 20, 2014).

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

3. Communication from Supervisor De Wane re: To create an ordinance for employee wage and benefits be sent to the Administration and Executive Committees in resolution format providing budget fiscal impact as well as employee financial impact no later than the July meeting. *Referred to Admin & Executive Cmtes from November County Board.*

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to hold until next meeting. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Human Resources

4. Activity Report for October, 2014.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

5. Director's Report.

Human Resources Director Brent Miller advised the Committee that the RFP for the employee assistance program has been completed. Miller noted that after doing reference checks and interviews with the top two proposals, the County has decided to continue on with the current vendor.

111

Miller also reported that Employee Benefits Corporation has been selected as the vendor to administer the HRA and HSA accounts. Employees have been notified of this change and the implementation is underway.

Chair Fewell advised the Committee that Miller will be leaving the County soon for a position in another county and thanked him for his service to Brown County.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Corporation Counsel

6. Monthly Report for October, 2014.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Treasurer

7. Budget Status Financial Report for September, 2014.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

8. Treasurer's Financial Report for the Month of September, 2014.

Deputy Treasurer Mary Reinhart reported that the new Treasurer, Paul Zeller, had been sworn in earlier in the week. Reinhart stated that Zeller had a previous commitment for this evening, but was hoping to make it to the meeting before it ended.

Supervisor Jamir asked what the protocol was for installation of constitutional officers as he would have liked to be at Zeller's installation to offer his support as a member of the oversight Committee. Director of Administration Chad Weininger responded that this was somewhat of a unique situation as Zeller was elected through a special election. He noted that Zeller chose to have a small, private installation with his family present. Weininger stated that he will try to update the Committee in the future as to events like this.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Technology Services

9. Brown County Technology Services Steering Update.

Technology Services Director August Neverman provided the Committee with a monthly report for November, 2014, a copy of which is attached. Neverman thanked Jamir for being on the steering committee and noted that Ray Peterson from Shopko is the external CIO executive representative on the Executive team. The Executive team will meet quarterly or as needed and the working committee will meet monthly or as needed. This is an operational committee only and will be used for project prioritization internally. The group will report quarterly and Neverman asked what type of reporting the Administration Committee would like on this. Jamir suggested that Neverman include updates in his monthly report and the Committee agreed that that would be appropriate.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

///

10. **Discussion re: Tablets.**

Neverman asked the Committee if they desired him to take any more action on this issue as it was received and placed on file at the last meeting. The Committee indicated that nothing further needed to be done at this is time.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

11. **2014 Annual Report.**

Neverman indicated that the Annual Report has been completed and asked how the Committee would like to receive this. Fewell advised him to submit it so that it is on the next Committee agenda.

Neverman stated that the other thing he wished to advise the Committee of is that they have enabled some additional security with regard to mobile devices.

Fewell thanked Neverman for the changes that were made with regard to labeling the cameras in Room 200.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to hold until next meeting. Vote taken.
MOTION CARRIED UNANIMOUSLY

Department of Administration

12. **Budget Status Financial Report for October, 2014.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

13. **2014 Budget Adjustment Log.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

14. **Director's Report.**

Director of Administration Chad Weininger mentioned the financial statement results and noted that the County is trending fairly well, but there are a few areas that they need to keep an eye on. He noted that the Circuit Courts has a positive variance which is attributed mainly to the State aid received in July for the second half of the year. The Clerk of Courts has a negative variance which is due to revenues trending lower than expected however this is partially offset by savings in salaries. Weininger continued that Land Conservation appears to be about \$123,000 to the good and there will be a budget adjustment coming for \$40,000 to buy vehicles. Parks has a shortfall in revenues as a result of the Adventure Park and they will be keeping a close eye on that. Human Resources appears to have a large under budget, however, Weininger noted that that is because sick day and casual day payments have not been made yet. He also noted that the Register of Deeds continues to recognize shortfalls due to decreased real estate activity. The CTC is also looking at a shortfall of about \$700,000 after depreciation is figured in. Proactive steps are being taken with regard to this, but Administration will continue to monitor. Weininger concluded that there is a shortfall in Child Support which was expected due to an error in the calculation of budgeted revenue.

Supervisor Schadewald asked what the figures are when everything is taken into account. Weininger stated that they did plan on using fund balance which was budgeted for roughly \$800,000 negative, but the \$3.1 million dollars that they said they were going to use from the fund balance for the 911 system and CAD system will not be used as this project will be bonded, so realistically, Weininger felt it will be about \$300,000 to the good, however, he noted that this is subject to change before the end of the year.

///

Schadewald commented that in the future he would like to see how each department trended for previous years to assist in the budget process. Weininger stated that this could be done. He continued that for the 2015 budget, they looked at where they ran short in the past and tried to make adjustments. He noted that the Board sometimes took a different direction, but they do try to forecast what is needed so adjustments can be made.

At this time Treasurer Paul Zeller addressed the Committee. He apologized to the Committee for being late and noted that he had a prior commitment. He said he is very happy and pleased to be able to serve the residents of Brown County as Treasurer. He also stated that he was very pleased to appoint Mary Reinhart as Deputy Treasurer and that will be official as of the end of this week. He was very appreciative of the help he has received from Reinhart and the rest of the staff in the Treasurer's Office. He is looking forward to working with the Administration Committee in the future.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Closed Session

15. **Open Session: Discussion and possible action on the Circuit Court Case No. 14-CV-0930, entitled Dan J. Fehrenbatch v. Brown County.**

No open discussion occurred on this item. *No action taken.*

16. **Convene in Closed Session to discuss and confer with Corporation Counsel in regards to Circuit Court Case No. 14-CV-0930, entitled Dan J. Fehrenbatch v. Brown County (GetMOR litigation), pursuant to Wis. Stat. § 19.85(1)(g) "any meeting of a governmental body may be convened in closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to enter into closed session. Roll Call: Jamir, Schadewald, Fewell. MOTION CARRIED UNANIMOUSLY

17. **Reconvene in Open Session: Discussion and possible action on the Circuit Court Case No. 14-CV-0930, entitled Dan J. Fehrenbatch v. Brown County.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to return to open session. Roll Call: Jamir, Schadewald, Fewell. MOTION CARRIED UNANIMOUSLY

Child Support – No agenda items.

Other

18. **Audit of bills.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Adjourn.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to adjourn at 6:15 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

///

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, November 17, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick—Chair, Ann Hartman—Vice Chair, Corday Goddard, and Adam DeKeyser

MEMBERS ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Robyn Hallet, Kim Flom, Matt Roberts, Patrick Leifker, Nicole Tiedt, Yvette Tice, Stephanie Schmutzer, and Sadie DiNatale

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 20, 2014, meeting of the Brown County Housing Authority.

C. Goddard made a motion to approve the minutes from the October 20, 2014, meeting of the Brown County Housing Authority. A. DeKeyser seconded. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applicants
P. Leifker reported that ICS collected 165 preliminary applications for the month of October 2014.
 - B. Unit Count
P. Leifker stated that the unit count was 2,983 for the month of October.
 - C. Housing Assistance Payments Expenses
P. Leifker indicated the HAP expenses were \$1,113,648 for the month of October.
 - D. Housing Quality Standard Inspection Compliance
P. Leifker reported that 219 units passed the first evaluation, 66 passed re-evaluation, 92 failed, and there were 24 no-shows.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Y. Tice reported that there were 210 port-out vouchers in the month of October, with an associated HAP expense of \$158,848.

Y. Tice continued the reports, stating that ICS administrative expenses were under-budget by \$5,464. FSS Administrative expenses were under-budget by \$893.
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
N. Tiedt reported that there are 72 participating in the FSS program as of October. Level One has 44 participants, Level Two has 16 individuals, Level Three has 10 participants, and Level Four has two participants ready to graduate. There were four new FSS Contracts signed in October. There were no new graduates for the month of October however the Family Self-Sufficiency Graduation Ceremony was held which celebrated nine graduations for the year of 2014.

1a

N. Tiedt then shared a story from a past graduate who was celebrated at the 2014 FSS Graduation Ceremony. This graduate is a married mother of four children who began the program in January 2010, when she was searching for structure in her home. She worked full time while achieving her bachelor's degree in Art from the University of Wisconsin-Green Bay. All of her goals were completed and she graduated taking \$4,084.64 from her FSS escrow account with her. She is still enrolled in the Housing Choice Voucher Program and is participating in the Home Ownership Program as she is looking to purchase a home by the end of this year. She stated in her own words: "This program has really helped me to get a better handle not just financially but also professionally and emotionally. What I learned being a participant will help me as I continue moving up the ladder of hope, something I see as a lifelong process. I truly value the knowledge I have gained because I feel confident in being a good example for my kids and others in my community".

R. Hallet asked if N. Tiedt could provide an explanation as to why an FSS graduate could still remain on the Housing Choice Voucher Program. N. Tiedt explained that someone may graduate from the FSS Program in one of two ways. One way for an individual to graduate is to complete all personal goals, which does not necessarily mean the person must leave the Housing Choice Voucher portion of the program. As the goal of this program is for participants to no longer need assistance, allowing an individual to retain their HCV after graduation ensure that they will be supported while working through the process of achieving home ownership. The other way to graduate is if a participant is able to achieve enough income in their household, and therefore can afford housing on their own. In this instance, this person would no longer need assistance from the Housing Choice Voucher Program so they would graduate automatically.

A. DeKeyser asked if the Program could be used to supplement house payments. N. Tiedt confirmed this stating that with the Home Ownership Program, house payments could be supplemented. This works in that instead of providing assistance for rental assistance, the program would work with the family to provide assistance toward their mortgage. Nevertheless, the family would have to be able to qualify for their mortgage on their own (credit wise). A. DeKeyser then asked, from a banking standpoint, how this would get approved. N. Tiedt stated that unfortunately not all area banks are willing to work with this program. However, certain banks will use the homeownership Housing Assistance Payment that the family is eligible for toward the calculation of their household income.

N. Tiedt continued with her report stating that there are currently 30 escrow accounts open. There are 62 homeowners for the month of October.

G. VASH Reports (active VASH, new VASH)

N. Tiedt reported that there are three new VASH clients for the month of October and 21 total current VASH clients.

R. Hallet asked if the new VASH clients are operating under BCHA vouchers or the old ones, in which N. Tiedt replied that they are operating under the old ones as there are no new locked-in vouchers yet for VASH.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were five new investigations assigned; ten previous investigations were closed; and two still remain active; 171 applications were sent in October of which 168 were approved and three were denied.

3. Report on port out data

P. Leifker discussed a current breakdown of the BCHA's port out's by locality. The majority of the port out's that the BCHA is currently being billed for are from Minnesota, Virginia, Washington, Illinois, and Wisconsin (outside of Brown County).

1a

K. Flom asked if it would be possible to see data of other PHA's port out programs. P. Leifker stated that in terms of locality, there would not necessarily be many common patterns but in terms of numbers Green Bay is in the top percentile of port outs per PHA. He stated that he could look into the data as he does not know exact numbers off hand.

A. Hartman asked if the driving force behind the number of port outs that BCHA administers is due to the number of vouchers available. P. Leifker stated that there were a couple of reasons for this phenomenon. The first being that we do have vouchers available and second is that our waiting list is open.

T. Diedrick stated that this information would be great to include in the BCHA's letter to legislatures regarding port out issues observed.

M. Roberts stated that there are some interesting demographics that show high cultural characteristics which accurately reflect some of the assumed issues we are having in Brown County, especially as it relates to Minneapolis, Minnesota.

P. Leifker additionally discussed that it is important to identify the discrepancies between average HAP expenses of port outs between localities. For instance, for port outs to localities outside of Brown County, the average HAP expense is \$752.42 whereas the vouchers that are currently being utilized within Brown County limits, the average HAP expense is \$341.52.

M. Roberts added that if the Authority needs any additional statistics or information to please let ICS know and they will assist with the data collection and compilation of information.

OLD BUSINESS:

4. Discussion and action regarding payback of ICS staff's second furlough.

S. Schmutzer stated that from January to November 2014 there has been \$1,194,565 received via Admin funds. It is estimated that by the end of the year there will be an additional \$110,077 admin funds received totaling \$1,304,642. In the budget prepared for 2014, it was estimated that only \$1,104,840 would be received in admin funds, so the actual funds received were much better than anticipated (at \$199,802 more). To offset Reserve funds, there will be a reduction of \$105,723 making the difference \$94,079. The BCHA portion of HUD Admin is only \$58,500, the second half of furloughs was \$12,900, and the repayment of furlough days taken by ICS was \$11,532.31. This results in \$11,146.69 left over to be added into the Authority's reserve. Therefore, financially there are no financial issues as it relates to paying these funds forward to ICS.

A. DeKeyser made a motion to approve payback of ICS staff's second furlough, seconded by C. Goddard. Motion carried.

NEW BUSINESS:

5. Final approval of ICS's 2015 budget.

Y. Tice stated that there were no changes made to the budget since it was last presented.

R. Hallet stated that at the last meeting, the health insurance was still in question; she asked if this proposed budget ended up being the same. Y. Tice confirmed that it remained the same with a locked in 15.9 percent increase.

A. DeKeyser made a motion to approve ICS's 2015 budget, seconded by A. Hartman. Motion carried.

6. Final approval of BCHA's 2015 budget and Approval of Resolution #14-02 Approving Operating budget.

S. Schmutzer stated that the approval of BCHA's 2015 budget and the approval of Resolution #14-02 go hand in hand. There was a slight change to the budget as proposed legal fees had increased from \$4,000 to \$8,000. Nevertheless, this increase should be offset by additional funding that the Authority will receive by going after people who have committed fraud. The Resolution is to ensure HUD that the Authority has seen the budget and that it has been approved.

C. Goddard made a motion to approve BCHA's 2015 Budget, seconded by A. DeKeyser. Motion carried.

INFORMATIONAL:

7. Update on new VASH vouchers

R. Hallet stated that since the last update on VASH vouchers, she had attended a VASH meeting in Milwaukee with P. Leifker and two additional individuals from ICS who work directly with VASH voucher clients. This meeting clarified some operational questions and aided in the understanding of the program and its procedures for assisting VASH referrals and recipients. P. Leifker stated that they are still waiting on clarification of a few questions from HUD and are working to establish a quarterly meeting to work toward utilizing the VASH vouchers adequately and as efficiently as possible.

C. Goddard inquired whether any of the vouchers were being utilized currently. R. Hallet stated that the clients have all had their briefings and appointments but most are at the point of looking for a unit. P. Leifker stated that there are currently 15 referrals, of which eight are at the point in the process where they have a voucher and are searching for a unit.

R. Hallet stated that one issue discussed at the meeting was that the Authority needs to make sure areas of the Administrative Plan are updated, in which R. Hallet assured that she is currently working on. This is not so much for the VASH Vouchers but for the Project Based Vouchers. The approval of the updated Administrative Plan will be brought forward to be presented to the Authority at a future meeting.

R. Hallet additionally discussed that the VASH voucher recipients are currently port ins from Appleton and Racine. Therefore, a question had been posed to HUD whether the BCHA is required to absorb those or if it may move forward with issuing vouchers to individuals who are new to the program. This issue has been forwarded to John Finger of HUD who is looking into it; he will let the Authority know at his earliest convenience. However, as Veterans are already being leased up, this issue cannot wait for J. Finger to reply. In the meantime inquiry will be sent to HUD to determine if the Authority needs to absorb the remainder of the VASH vouchers.

A. Hartman asked how long the Authority has had the VASH Vouchers from Appleton. R. Hallet stated that it has been since 2010. A. Hartman then asked why they were not living in Appleton. R. Hallet replied that these are Veterans who live in Brown County and who were recommended by the VA to have a VASH Voucher; but because Brown County, at the time, did not have their own VASH vouchers and Appleton and Racine had some not being utilized, Brown County residents were allocated them. The Brown County VASH voucher recipients are considered port ins because their paper work was the same as would be required for port ins, but they are and have been residents of Brown County. A. Hartman followed up with a question regarding whether their vouchers will be the same value as Brown County's new vouchers. R. Hallet stated that values will be dependent upon the housing unit found by the Veteran; as far as calculating how much assistance a Veteran would receive, that remains the same as the general program.

8. Letter to legislatures regarding port out concern

T. Diedrick stated that the current state of the letter to legislatures regarding portability of vouchers is nothing more than a draft. The second paragraph provides some history about the program and

there are some pieces in the letter that requires accurate data, which are highlighted for easy reference.

R. Hallet stated a few suggestions for the letter regarding grammar and rewording. The addition of the fact that port ins often result in Brown County paying more per unit for port out vouchers than locally retained vouchers was also recommended. R. Hallet expressed that statistics would drive the point home further. In the second to last paragraph, some terminology changes would be needed. In the last paragraph, another suggestion is to state that the portability policy is a statutory requirement thus HUD does not have the means to make this policy change but rather it must be changed by Congress.

C. Goddard stated that it is also important to specifically and directly state what the Authority would like to see happen. T. Diedrick stated that the last paragraph gets at what the BCHA would like to see happen by recommending some solutions. A. Hartman stated that in regards to the Authority's recommendation of requiring vouchers to be absorbed after a period of time, she believes a year is too long. T. Diedrick stated that this time frame may be more acceptable to the politicians.

A. Hartman asked if once a voucher is absorbed, if it comes back to Brown County. R. Hallet confirmed and stated that the receiving PHA can only absorb if they have vouchers available to give. A. Hartman stated that if a receiving PHA's wait lists are closed and they will not have any openings for several years, the voucher recipient should not be able to move to the receiving PHA's jurisdictions if they could not be absorbed within one year. The receiving PHA should know how many port ins they receive from Brown County and decline port ins if they do not have the money to absorb port ins.

M. Roberts stated that it is not that receiving PHAs do not have any vouchers, but rather that they have closed their waiting lists so as not to add more applicants to already long waiting lists. Every PHA selects people from their waiting list once a voucher opens up through natural attrition. There should be a requirement that instead of going to the waiting list, port ins could jump ahead of the line to be absorbed. A. Hartman asked if that is fair to the residents of the receiving PHA that are on the waiting list to allow a port in from another locality to receive service before them. R. Hallet stated that the person on the waiting list doesn't have a voucher whereas the individual wishing to port in would have a voucher; therefore this would give preference to the individual already in the program. A. DeKeyser stated, that in the same situation, if Brown County were ever in that position, the BCHA would have to accept someone who was previously not a Brown County resident and give them assistance with their voucher as opposed to someone on BCHA's waiting list. S. Schmutzer then added to the discussion stating that if the port in was able to jump ahead of the waiting list, there would be nothing to stop other individuals from moving to Brown County, getting a voucher, and then moving back to their original location with the understanding that they will be placed on the top of the waiting list. This would create a huge cycle that would not solve any problems.

S. Schmutzer also stated that this is a federally funded program so HUD is not looking at it as this state versus that state; they are looking at the program as the United States. HUD is not looking to help a specific county's people but all citizens in this country. A. Hartman then stated she would opt for the 110 percent cap.

C. Goddard asked what the requirement for residency is. R. Hallet stated that HUD does not allow PHAs to set a time limit for residency; PHA's can establish residency by documentation but not by time. A. Hartman asked how long the documentation process is, generally. P. Leifker stated that there are different forms of documentation that are acceptable. Documentation must include a photo ID with residency and two pieces of mail with correlated residency which could be heating bill, a lease, school records, doctor records, bank statements, etc. The time frame for receiving these documentations varies.

K. Flom asked if there is data that shows how much time it takes a voucher recipient to port out of Brown County once they have obtained a voucher. Flom stated that this data would be strong

information to add to this case. P. Leifker stated that there is a voluntary survey with port out data that he could compile for the letter. T. Diedrick stated that the chart of port outs by locality would be important to add to the letter.

R. Hallet stated that if it weren't for the lost funding due to porting out, this issue would not be of such high concern. If the receiving PHA would absorb the port outs this issue would not be so impactful, therefore, the financial burden must be laid out in the letter. A. DeKeyser asked whether the Authority should consider pursuing getting more money from HUD to offset the financial burden from porting out (for instance, getting reimbursed for lost funds as opposed to capping funds). R. Hallet pointed out that set asides serve this purpose, but S. Schmutzer stated that because of prorated funding from HUD, money set aside to offset port outs can be very minimal. T. Diedrick also mentioned that HUD and other federal dollars are experiencing significant cuts so asking for additional funds may not be a useful solution.

A. DeKeyser stated that the argument to make would be to house as many people as possible by keeping BCHA's vouchers in Brown County as housing costs are lower here.

T. Diedrick stated that going forward, R. Hallet's changes to the letters should be made and the recommended solutions should be reordered in the letter. Keeping the one year time limit is important, to ensure that the voucher recipient can be successful in their move (establishing a place to live, finding a job, etc.). After the one year, the BCHA voucher would not be viable any longer unless residency was regained in Brown County.

R. Hallet stated the letter should reference the portability section of the regulations. P. Leifker stated that he would be able to find the reference number of the portability section.

A. Hartman asked if other PHA's would be affected by this same issue. P. Leifker stated that other smaller PHA's have the same issue. R. Hallet stated that she would mention this issue to other PHA's at the upcoming WAHA meeting. A. Hartman acknowledged that the more PHA's that are mentioned in this letter that are affected by the issue, the stronger our case becomes. T. Diedrick stated that the BCHA should encourage other PHA's to write their own letters to State legislatures as this would be stronger than having a bunch of signatures in one letter. R. Hallet stated she would share this idea through WAHA.

T. Diedrick then asked who should sign this letter. A. Hartman stated that the Authority and staff should sign the letter. K. Flom stated it would be very strong if the letter were signed from the Authority as opposed to staff. K. Flom also wished to run this by the City Attorney's office to see the legality of staff being able to lobby. R. Hallet stated that WAHA makes a clear distinction between lobbying and educating legislatures. Educating legislatures is allowed and is very important but lobbying via staff resources is not permitted.

R. Hallet stated this may not require formal approval. Authority members could just come in to sign it upon informal approval of the letter via email.

The statistical corrections and changes to the letter that are required will be completed by R. Hallet.

BILLS:

S. Schmutzer stated she had received the billing from the City for August and September's wages and benefits. Also included in the bills is the 2012 and 2013 interest that BCHA received on HAP funds for housing assistant payment funds. These are supposed to be completed two months after the close of the year and repaid to HUD.

A. Hartman made a motion to approve the bills for the month of October 2014. A. DeKeyser seconded the motion. Motion carried

FINANCIAL REPORT:

S. Schmutzer stated that draft copies of the financial report have been seen by the Authority previously and not much has been changed, aside from some date and aesthetic changes; no numbers have been altered. Additionally, a letter was received in October from HUD informing the BCHA that they would receive \$2,350,000 for the next HAP funding payment. These monies were expected to come in sometime in November but they have not as of yet. It is expected that this money will come in with BCHA's regular set aside funding in December. The correspondence regarding this additional money has not come with much information, which is of slight concern.

STAFF REPORT:

9. Date of next meeting: December 15, 2014 (cancellation is possible) or January 19, 2015

R. Hallet stated that if it is possible, we will cancel the December meeting, but it is too early to know for sure.

10. Date of Joint BCHA/ICS Board meeting: tentatively February 16, 2015

M. Roberts stated that he has contacted the ICS board regarding the joint BCHA/ICS meeting and this date, which is the regularly scheduled February BCHA meeting, will work.

A. DeKeyser made a motion to adjourn, seconded by C. Goddard. Motion carried. Meeting adjourned at 4:12 pm.

sd:rah:jd

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, December 15, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick—Chair, Corday Goddard, and Adam DeKeyser

MEMBERS EXCUSED: Sup. Andy Nicholson, Ann Hartman

OTHERS PRESENT: Robyn Hallet, Kim Flom, Matt Roberts, Patrick Leifker, Sadie DiNatale, Scott Schoeneman

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 17, 2014, meeting of the Brown County Housing Authority.

C. Goddard made a motion to approve the minutes from the November 17, 2014, meeting of the Brown County Housing Authority. A. DeKeyser seconded. Motion carried.

COMMUNICATIONS:

R. Hallet communicated that the BCHA was awarded six additional VASH Vouchers in addition to the VASH Vouchers received earlier this year.

REPORTS:

None

OLD BUSINESS:

T. Diedrick stated that the letter to Wisconsin State Legislatures, written to request a policy change regarding the portability of Vouchers, has been completed. The letter now awaits the signature of each BCHA Commissioner and will then be mailed promptly.

NEW BUSINESS:

2. Discussion and possible approval to renew NeighborWorks® Green Bay Project Based Voucher Contracts.

R. Hallet stated that the BCHA currently has three contracts with NeighborWorks® Green Bay in respect to their Project Based Voucher projects on various properties in Brown County. Upon completing Project Based Voucher training, R. Hallet found that there were some concerns with NeighborWorks' contracts as they sit currently. As these contracts expire at the end of the year, the Authority is not left with much time to resolve these concerns. For that reason, R. Hallet proposed a one-year extension to provide the BCHA with the appropriate time frame to work with HUD to find the best way to resolve the contract issues so that they may be renewed appropriately. If approved, this matter will be added to a future agenda in 2015 to extend the corrected contracts for a longer term.

T. Diedrick stated that one of the dates on the contract renewal forms were misprinted. The date of the extension should be effective from January 1, 2015 to December 31, 2015 (as opposed to December 31, 2016, in which was recorded). R. Hallet confirmed that the date change would be made.

C. Goddard asked if there would be any reason why this extension should not be granted. K. Flom stated that there should not be any concern as the issues relate to HUD regulatory procedures. HUD defines projects based off of geographical location and proximity between projects. Therefore, instead of three contracts (which NeighborWorks currently has) there would have to be *many* contracts. This would require some paperwork but it is not policy related and will not change the

1a

services that NeighborWorks provides. In addition, HUD regulations limit Project Based Vouchers in multi-unit buildings to no more than 25 percent of the whole project, unless the project is designated for elderly or disabled, or the project provides tenants with supportive services. This issue will require some communication with NeighborWorks to determine how they would like to handle this, which again would just require some time to sort out. Nevertheless, current tenants will not be at risk of any day to day changes during this process, which remains the ultimate goal.

T. Diedrick inquired whether administering projects away from the downtown area was policy. R. Hallet stated that this was policy in that the purpose of Project Based Vouchers is to enhance economic and housing opportunities by deconcentrating poverty. However, within these regulations, if a census tract is undergoing revitalization, then projects would still be able to collocate within said tract, even if it is in an area with high poverty.

K. Flom stated that a lot of data has been gathered to provide the Authority with a more thorough analysis next year, before long term extensions can be made.

C. Goddard asked if there would be any reason to push back on this. R. Hallet stated that upon speaking with HUD, because of the complexity of these issues they agree that, in an attempt not to disrupt the families living in the units, a one-year extension would be the most appropriate option to pursue.

A. DeKeyser made a motion to approve a one year extension to renew NeighborWorks® Green Bay Project Based Voucher Contracts. C. Goddard seconded. Motion carried.

INFORMATIONAL:

None

BILLS:

T. Diedrick inquired about expense details listed on the bills for Mary Sue Banks. R. Hallet explained that this expense relates to the reimbursement of a vehicular accident with a Housing Authority employee who caused minor damage to M. Banks' vehicle. The Authority was requested to reimburse the lower of the deductible or the damage, in which the damage was lower. The expenses have been split between the GBHA and BCHA.

C. Goddard made a motion to approve the bills for the month of November 2014. A. DeKeyser seconded the motion. Motion carried.

FINANCIAL REPORT:

None

STAFF REPORT:

3. Date of next meeting: January 19, 2015

R. Hallet confirmed that the next BCHA meeting is January 19, 2015.

4. Date of Joint BCHA/ICS Board meeting: tentatively February 16, 2015

R. Hallet confirmed that the joint BCHA/ICS Board meeting will be February 16, 2015.

T. Diedrick inquired about the logistics of the joint meeting. M. Roberts stated that he will prepare an annual report showing demographic breakdowns of the program and a snapshot of the year, among other important datasets that would be significant to review.

R. Hallet asked the Commissioners if they would like to see any specific items on the agenda. C. Goddard asked if ICS prepares any annual goals and if so, would this joint meeting be a good time to convey them. M. Roberts stated that ICS does not have specific numerical goals set in place but

this meeting would be a good opportunity to set joint goals. M. Roberts further stated that perhaps non-numerical goals would be just as important to reveal (for instance, poverty deconcentration/enhancement efforts to build on, continuing FSS enrollment, etc.). T. Diedrick stated that brainstorming ways to communicate the availability of VASH vouchers to the public would be important too. R. Hallet agreed with this suggestion.

T. Diedrick extended a thank you to the Authority, ICS, and staff for their time working with the BCHA. He commented that even though there were many transitions, overall it was a very positive year.

A. DeKeyser made a motion to adjourn, seconded by C. Goddard. Motion carried. Meeting adjourned at 3:17 pm.

sd:rah:jd

Brown County
County Treasurer
Budget Status Report
10/31/2014

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 266,669	\$ 222,224	\$ 197,434
Fringe Benefits	\$ 102,087	\$ 85,073	\$ 76,443
Operations & Maintenance	\$ 134,157	\$ 111,798	\$ 102,468
Chargebacks	\$ 44,474	\$ 37,062	\$ 30,274
Contracted Expenses	\$ 39,900	\$ 33,250	\$ 27,003
Other	\$ 100,085	\$ 83,404	\$ 30,313
Total Expenses	\$ 687,372	\$ 572,810	\$ 463,935
Property Tax Revenue	\$ 1,435,000	\$ 1,195,833	\$ 1,283,073
Interest on Investments	\$ 937,500	\$ 781,250	\$ 808,357
Miscellaneous Revenue	\$ 90,000	\$ 75,000	\$ 53,075
Total Revenues	\$ 2,462,500	\$ 2,052,083	\$ 2,144,504

Net Levy Distribution

\$ 1,775,128 \$ 1,479,273 \$ 1,680,570

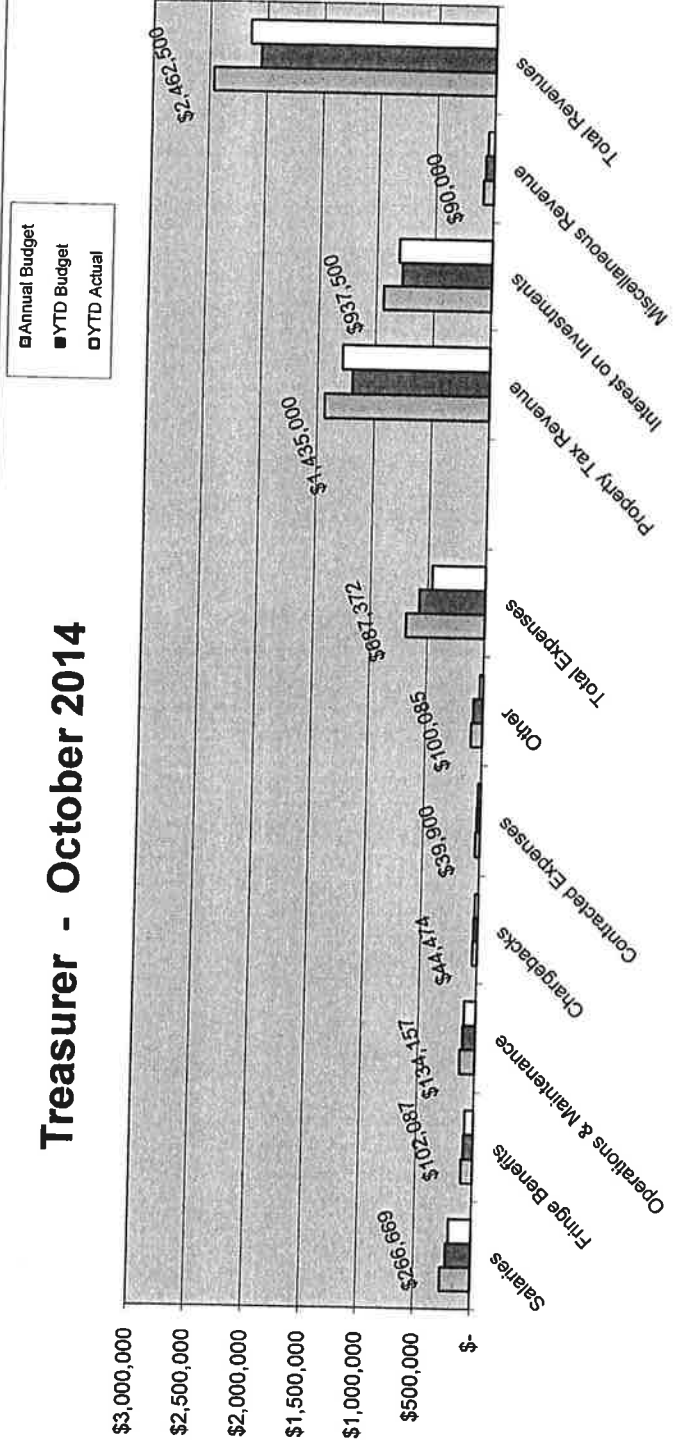
Please Note:

Through the first ten months of the year, the Treasurer's office is showing a positive budget variance of \$201k.

Interest on Investments is also tracking on budget. A \$276k positive market value adjustment resulting from falling interest rates during the year has helped offset higher interest allocations to other county departments due to new distribution methods.

\$ 201,296 POSITIVE BUDGET VAR

Treasurer - October 2014



	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 266,669	\$ 244,447	\$ 218,321
Fringe Benefits	\$ 102,087	\$ 93,580	\$ 83,215
Operations & Maintenance	\$ 134,157	\$ 122,977	\$ 110,236
Chargebacks	\$ 44,474	\$ 40,768	\$ 33,795
Contracted Expenses	\$ 39,900	\$ 36,575	\$ 29,508
Other	\$ 100,085	\$ 91,745	\$ 30,610
Total Expenses	\$ 687,372	\$ 630,091	\$ 505,685
Property Tax Revenue	\$ 1,435,000	\$ 1,315,417	\$ 1,434,845
Interest on Investments	\$ 937,500	\$ 859,375	\$ 800,971
Miscellaneous Revenue	\$ 90,000	\$ 82,500	\$ 56,017
Total Revenues	\$ 2,462,500	\$ 2,257,292	\$ 2,291,834

Net Levy Distribution

\$ 1,775,128 \$ 1,627,201 \$ 1,786,149

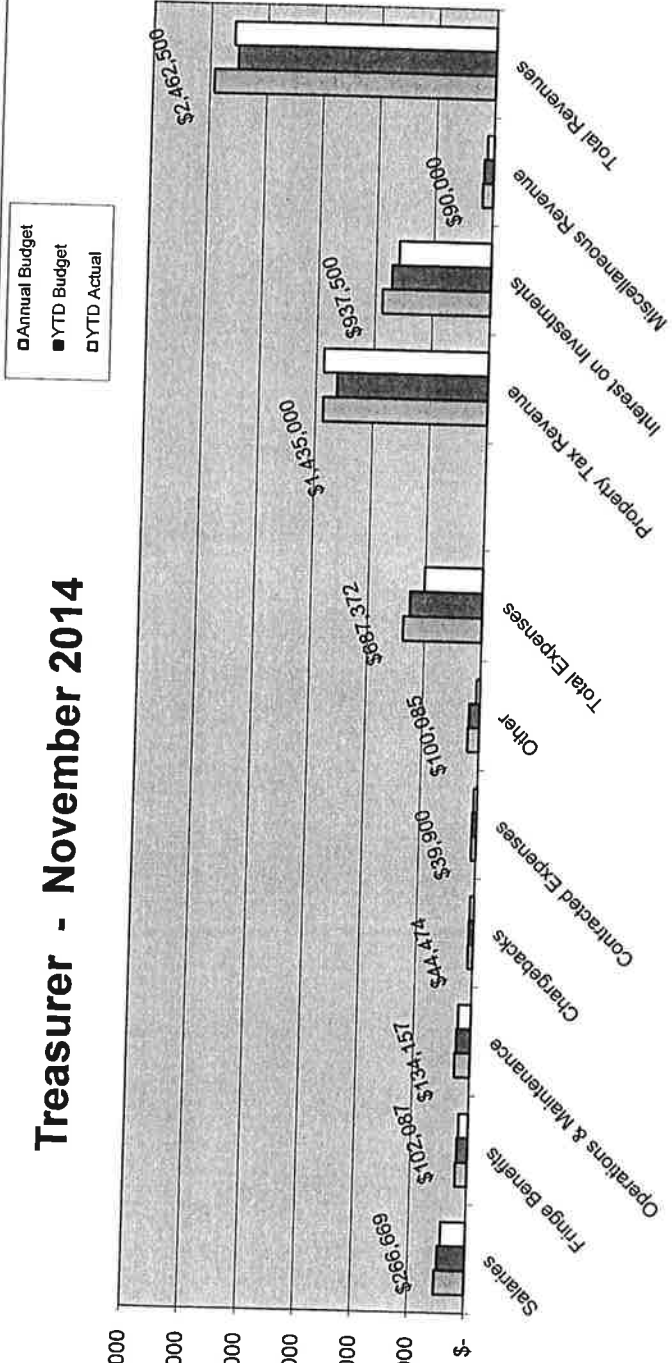
Please Note:

Through the first 11 months of the year, the Treasurer's office is showing a positive budget variance of \$159k.

Interest on Investments is also tracking on budget. A \$276k positive market value adjustment resulting from falling interest rates during the year has helped offset higher interest allocations to other county departments due to new distribution methods.

\$ 158,949 POSITIVE BUDGET VAR

Treasurer - November 2014





Budget Performance Report

Fiscal Year to Date 10/31/14
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
Department 080 - Treasurer										
Division 001 - General										
4100	General property taxes	(1,775,128.00)	.00	(1,775,128.00)	(147,927.33)	.00	(1,479,273.30)	(295,854.70)	83	(2,726,615.00)
4108	Interest on taxes	975,000.00	.00	975,000.00	86,817.42	.00	907,830.53	67,169.47	93	1,097,309.73
4109	Penalties on taxes	410,000.00	.00	410,000.00	43,132.26	.00	335,989.54	74,010.46	82	446,365.17
4700	Penalties on special assessments	50,000.00	.00	50,000.00	7,513.35	.00	39,252.62	10,747.38	79	.00
4900	Intergovt charges	70,000.00	.00	70,000.00	387.95	.00	19,776.13	50,223.87	28	39,578.71
4905	Miscellaneous	30,000.00	.00	30,000.00	261.71	.00	38,746.53	(8,746.53)	129	39,600.73
4960	Interest	937,500.00	.00	937,500.00	79,190.13	.00	808,356.71	129,143.29	86	41,825.23
9004	Gain or Loss on Sale - Tax Deeds	(10,000.00)	.00	(10,000.00)	.00	.00	(5,447.88)	(4,552.12)	54	(10,892.79)
	Intrafund Transfer In	.00	.00	.00	.00	.00	.00	.00	+++	1,491.14
	Division 001 - General Totals	\$687,372.00	\$0.00	\$687,372.00	\$69,375.49	\$0.00	\$665,230.88	\$22,141.12	97%	(\$1,071,337.08)
	Department 080 - Treasurer Totals	\$687,372.00	\$0.00	\$687,372.00	\$69,375.49	\$0.00	\$665,230.88	\$22,141.12	97%	(\$1,071,337.08)
	REVENUE TOTALS	\$687,372.00	\$0.00	\$687,372.00	\$69,375.49	\$0.00	\$665,230.88	\$22,141.12	97%	(\$1,071,337.08)
EXPENSE										
Department 080 - Treasurer										
Division 001 - General										
5100	Regular earnings									
5100.998	Regular earnings Budget only	259,729.00	.00	259,729.00	15,948.22	.00	178,214.51	81,514.49	69	232,457.20
	Regular earnings Budget only	4,238.00	.00	4,238.00	.00	.00	.00	4,238.00	0	.00
	5100 - Regular earnings Totals	\$263,967.00	\$0.00	\$263,967.00	\$15,948.22	\$0.00	\$178,214.51	\$85,752.49	68%	\$232,457.20
5102	Paid leave earnings									
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	2,705.45	.00	14,790.07	(14,790.07)	+++	15,029.54
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	.00	2,226.85	(2,226.85)	+++	2,664.65
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	.00	.00	+++	3,352.06
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	2,955.46	(2,955.46)	+++	5,363.28
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	.00	+++	141.97
	5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$2,705.45	\$0.00	\$19,972.38	(\$19,972.38)	+++	\$26,551.50
5103	Premium									
5103.000	Premium Overtime	2,702.00	.00	2,702.00	.00	.00	42.90	2,659.10	2	1,223.82
	5103 - Premium Totals	\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$42.90	\$2,659.10	2%	\$1,223.82
5109	Salaries reimbursement									
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(796.15)	796.15	+++	.00
	5109 - Salaries reimbursement Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$796.15)	\$796.15	+++	\$0.00
5110	Fringe benefits									
5110.100	Fringe benefits FICA	19,289.00	.00	19,289.00	1,341.30	.00	14,218.45	5,070.55	74	18,667.80
5110.110	Fringe benefits Unemployment compensation	725.00	.00	725.00	65.74	.00	637.40	87.60	88	992.87
5110.200	Fringe benefits Health insurance	54,275.00	.00	54,275.00	4,105.76	.00	42,428.72	11,846.28	78	49,950.62
5110.210	Fringe benefits Dental Insurance	5,231.00	.00	5,231.00	400.24	.00	4,109.14	1,121.86	79	4,648.27



Budget Performance Report

Fiscal Year to Date 10/31/14
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Department 080 - Treasurer										
Division 001 - General										
Fringe benefits										
5110										
5110.220	Fringe benefits Life Insurance	441.00	.00	441.00	48.35	.00	562.92	(121.92)	128	1,004.07
5110.230	Fringe benefits LT disability insurance	924.00	.00	924.00	62.54	.00	648.76	275.24	70	924.60
5110.235	Fringe benefits Disability insurance	1,901.00	.00	1,901.00	158.41	.00	1,584.10	316.90	83	3,484.00
5110.240	Fringe benefits Workers compensation insurance	286.00	.00	286.00	23.83	.00	238.30	47.70	83	54.00
5110.300	Fringe benefits Retirement	17,785.00	.00	17,785.00	985.19	.00	12,015.32	5,769.68	68	16,936.14
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	182.27
5110 - Fringe benefits Totals										
5198	Fringe benefits - Budget only	\$100,857.00	\$0.00	\$100,857.00	\$7,191.36	\$0.00	\$76,443.11	\$24,413.89	76%	\$96,844.64
5300	Supplies	1,230.00	.00	1,230.00	.00	.00	.00	1,230.00	0	.00
5300	Supplies	3,250.00	.00	3,250.00	.00	.00	1,723.62	1,526.38	53	1,898.11
5300.001	Supplies Office	7,450.00	.00	7,450.00	.00	.00	4,693.60	2,756.40	63	6,292.08
5300.004	Supplies Postage	47,500.00	.00	47,500.00	1,011.12	.00	29,989.34	17,510.66	63	45,046.65
5300 - Supplies Totals										
5304	Printing	\$58,200.00	\$0.00	\$58,200.00	\$1,011.12	\$0.00	\$36,406.56	\$21,793.44	63%	\$53,236.84
5304.100	Printing Forms	14,850.00	.00	14,850.00	6,109.24	599.00	10,663.50	3,587.50	76	11,396.55
5304 - Printing Totals										
5305	Dues and memberships	\$14,850.00	\$0.00	\$14,850.00	\$6,109.24	\$599.00	\$10,663.50	\$3,587.50	76%	\$11,396.55
5306	Maintenance agreement	100.00	.00	100.00	.00	.00	100.00	.00	100	100.00
5306.100	Maintenance agreement Software	4,300.00	.00	4,300.00	2,115.00	.00	3,870.00	430.00	90	2,161.25
5306 - Maintenance agreement Totals										
5307	Repairs and maintenance	\$4,300.00	\$0.00	\$4,300.00	\$2,115.00	\$0.00	\$3,870.00	\$430.00	90%	\$2,161.25
5307.100	Repairs and maintenance Equipment	1,500.00	.00	1,500.00	.00	.00	1,654.28	(154.28)	110	2,415.18
5307 - Repairs and maintenance Totals										
5310	Advertising and public notice	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,654.28	(\$154.28)	110%	\$2,415.18
5330	Books, periodicals, subscription	5,250.00	.00	5,250.00	.00	.00	485.16	4,764.84	9	8,680.98
5340	Travel and training	131.00	.00	131.00	.00	.00	44.00	87.00	34	.00
5390	Miscellaneous	1,505.00	.00	1,505.00	220.76	.00	960.79	544.21	64	1,716.89
5392	Service fees	2,600.00	.00	2,600.00	50.00	.00	1,028.00	1,572.00	40	1,067.90
5410	Insurance	45,000.00	.00	45,000.00	4,002.41	.00	46,421.74	(1,421.74)	103	53,136.05
5410.400	Insurance Bond	721.00	.00	721.00	.00	.00	834.00	(113.00)	116	721.00
5410 - Insurance Totals										
5601	Intra-county expense	\$721.00	\$0.00	\$721.00	\$0.00	\$0.00	\$834.00	(\$113.00)	116%	\$721.00
5601.100	Intra-county expense Technology services	36,471.00	.00	36,471.00	2,341.08	.00	25,748.43	10,722.57	71	32,031.79
5601.200	Intra-county expense Insurance	1,906.00	.00	1,906.00	158.83	.00	1,588.30	317.70	83	2,375.00
5601.300	Intra-county expense Other departmental	450.00	.00	450.00	60.00	.00	540.00	(90.00)	120	540.00
5601.350	Intra-county expense Highway	3,500.00	.00	3,500.00	.00	.00	2,277.42	1,222.58	65	4,426.88



Budget Performance Report

Fiscal Year to Date 10/31/14
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF EXPENSE										
Department 080 - Treasurer										
Division 001 - General										
Intra-county expense										
5601	Intra-county expense Copy center	2,018.00	.00	2,018.00	.00	.00	12.60	2,005.40	1	967.20
5601.400	Intra-county expense Departmental copiers	129.00	.00	129.00	10.75	.00	107.50	21.50	83	123.00
5601.450	5601 - Intra-county expense Totals	\$44,474.00	\$0.00	\$44,474.00	\$2,570.66	\$0.00	\$30,274.25	\$14,199.75	68%	\$40,463.87
5700	Contracted services	39,900.00	.00	39,900.00	2,741.94	.00	27,002.99	12,897.01	68	33,369.48
5810	Tax deed	34,800.00	.00	34,800.00	4,710.57	.00	18,747.81	16,052.19	54	25,388.39
Tax refund										
5815	Tax refund Personal property	35,000.00	.00	35,000.00	.00	.00	1,712.77	33,287.23	5	13,337.10
5815.100	Tax refund Real estate property	7,500.00	.00	7,500.00	.00	.00	368.94	7,131.06	5	5,197.34
5815.110	5815 - Tax refund Totals	\$42,500.00	\$0.00	\$42,500.00	\$0.00	\$0.00	\$2,081.71	\$40,418.29	5%	\$18,534.44
5835	Soil testing	.00	.00	.00	.00	.00	2,500.00	(2,500.00)	+++	.00
5887	Payment in lieu of taxes	12,785.00	.00	12,785.00	.00	.00	.00	12,785.00	0	12,785.00
Outlay										
6110	Outlay Equipment (\$5,000+)	10,000.00	.00	10,000.00	.00	.00	6,983.00	3,017.00	70	15,448.00
6110.020	6110 - Outlay Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$6,983.00	\$3,017.00	70%	\$15,448.00
6110 - Outlay Totals										
Division 001 - General										
Department 080 - Treasurer										
EXPENSE TOTALS										
687,372.00		\$687,372.00	\$0.00	\$687,372.00	\$49,376.73	\$599.00	\$463,934.54	\$222,838.46	68%	\$637,698.98
687,372.00		\$687,372.00	\$0.00	\$687,372.00	\$49,376.73	\$599.00	\$463,934.54	\$222,838.46	68%	\$637,698.98
687,372.00		\$687,372.00	\$0.00	\$687,372.00	\$49,376.73	\$599.00	\$463,934.54	\$222,838.46	68%	\$637,698.98
Fund 100 - GF Totals										
687,372.00	REVENUE TOTALS	687,372.00	.00	687,372.00	69,375.49	.00	665,230.88	22,141.12	97	(1,071,337.08)
687,372.00	EXPENSE TOTALS	687,372.00	.00	687,372.00	49,376.73	599.00	463,934.54	222,838.46	68	637,698.98
\$0.00	Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$19,998.76	(\$599.00)	\$201,296.34	(\$200,697.34)		(\$1,709,036.06)
Grand Totals										
687,372.00	REVENUE TOTALS	687,372.00	.00	687,372.00	69,375.49	.00	665,230.88	22,141.12	97	(1,071,337.08)
687,372.00	EXPENSE TOTALS	687,372.00	.00	687,372.00	49,376.73	599.00	463,934.54	222,838.46	68	637,698.98
\$0.00	Grand Totals	\$0.00	\$0.00	\$0.00	\$19,998.76	(\$599.00)	\$201,296.34	(\$200,697.34)		(\$1,709,036.06)

23



Budget Performance Report

Fiscal Year to Date 11/30/14
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
Department 080 - Treasurer										
Division 001 - General										
4100	General property taxes	(1,775,128.00)	.00	(1,775,128.00)	(147,927.33)	.00	(1,627,200.63)	(147,927.37)	92	(2,726,615.00)
4108	Interest on taxes	975,000.00	.00	975,000.00	97,419.76	.00	1,005,250.29	(30,250.29)	103	1,097,309.73
4109	Penalties on taxes	410,000.00	.00	410,000.00	48,374.86	.00	384,364.40	25,635.60	94	446,365.17
4110	Penalties on special assessments	50,000.00	.00	50,000.00	5,978.09	.00	45,230.71	4,769.29	90	.00
4700	Intergovt charges	70,000.00	.00	70,000.00	2,175.14	.00	21,951.27	48,048.73	31	39,578.71
4900	Miscellaneous	30,000.00	.00	30,000.00	767.00	.00	39,513.53	(9,513.53)	132	39,600.73
4905	Interest	937,500.00	.00	937,500.00	(7,385.22)	.00	800,971.49	136,528.51	85	41,825.23
4960	Gain or Loss on Sale - Tax Deeds	(10,000.00)	.00	(10,000.00)	.00	.00	(5,447.88)	(4,552.12)	54	(10,892.79)
9004	Intrafund Transfer In	.00	.00	.00	.00	.00	.00	.00	+++	1,491.14
Division 001 - General Totals		\$687,372.00	\$0.00	\$687,372.00	(\$597.70)	\$0.00	\$664,633.18	\$22,738.82	97%	(\$1,071,337.08)
Department 080 - Treasurer Totals		\$687,372.00	\$0.00	\$687,372.00	(\$597.70)	\$0.00	\$664,633.18	\$22,738.82	97%	(\$1,071,337.08)
REVENUE TOTALS										
EXPENSE										
Department 080 - Treasurer										
Division 001 - General										
Regular earnings										
5100	Regular earnings	259,729.00	.00	259,729.00	18,593.81	.00	196,808.32	62,920.68	76	232,457.20
5100.998	Regular earnings Budget only	4,238.00	.00	4,238.00	.00	.00	.00	4,238.00	0	.00
5100 - Regular earnings Totals		\$263,967.00	\$0.00	\$263,967.00	\$18,593.81	\$0.00	\$196,808.32	\$67,158.68	75%	\$232,457.20
Paid leave earnings										
5102	Paid leave earnings	.00	.00	.00	2,293.27	.00	17,083.34	(17,083.34)	+++	15,029.54
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	.00	.00	2,226.85	(2,226.85)	+++	2,664.65
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	.00	.00	.00	+++	3,352.06
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	2,955.46	(2,955.46)	+++	5,363.28
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	.00	.00	+++	141.97
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	.00	+++	\$26,551.50
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$2,293.27	\$0.00	\$22,265.65	(\$22,265.65)	+++	\$26,551.50
Premium										
5103	Premium	2,702.00	.00	2,702.00	.00	.00	42.90	2,659.10	2	1,223.82
5103.000	Premium Overtime	\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$42.90	\$2,659.10	2%	\$1,223.82
5103 - Premium Totals		\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$42.90	\$2,659.10	2%	\$1,223.82
Salaries reimbursement										
5109	Salaries reimbursement	.00	.00	.00	.00	.00	(796.15)	796.15	+++	.00
5109.100	Salaries reimbursement Short term disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$796.15)	\$796.15	+++	\$0.00
5109 - Salaries reimbursement Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$796.15)	\$796.15	+++	\$0.00
Fringe benefits										
5110	Fringe benefits	19,289.00	.00	19,289.00	1,510.23	.00	15,728.68	3,560.32	82	18,667.80
5110.100	Fringe benefits FICA	725.00	.00	725.00	73.96	.00	711.36	13.64	98	992.87
5110.110	Fringe benefits Unemployment compensation	54,275.00	.00	54,275.00	3,346.56	.00	45,775.28	8,499.72	84	49,950.62
5110.200	Fringe benefits Health insurance	5,231.00	.00	5,231.00	335.76	.00	4,444.90	786.10	85	4,648.27
5110.210	Fringe benefits Dental Insurance									



Budget Performance Report

Fiscal Year to Date 11/30/14
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Department 080 - Treasurer										
Division 001 - General										
Fringe benefits										
5110	Fringe benefits Life Insurance	441.00	.00	441.00	48.35	.00	611.27	(170.27)	139	1,004.07
5110.220	Fringe benefits LT disability insurance	924.00	.00	924.00	62.54	.00	711.30	212.70	77	924.60
5110.230	Fringe benefits Disability insurance	1,901.00	.00	1,901.00	158.41	.00	1,742.51	158.49	92	3,484.00
5110.235	Fringe benefits Workers compensation insurance	286.00	.00	286.00	23.83	.00	262.13	23.87	92	54.00
5110.240	Fringe benefits Retirement	17,785.00	.00	17,785.00	1,211.91	.00	13,227.23	4,557.77	74	16,936.14
5110.300	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	182.27
5110.310	5110 - Fringe benefits Totals	\$100,857.00	\$0.00	\$100,857.00	\$6,771.55	\$0.00	\$83,214.66	\$17,642.34	83%	\$96,844.64
5198	Fringe benefits - Budget only	1,230.00	.00	1,230.00	.00	.00	.00	1,230.00	0	.00
Supplies										
5300	Supplies	3,250.00	.00	3,250.00	382.66	.00	2,106.28	1,143.72	65	1,898.11
5300	Supplies	7,450.00	.00	7,450.00	1,339.91	.00	6,033.51	1,416.49	81	6,292.08
5300.001	Supplies Office	47,500.00	.00	47,500.00	1,474.41	.00	31,463.75	16,036.25	66	45,046.65
5300.004	Supplies Postage	\$58,200.00	\$0.00	\$58,200.00	\$3,196.98	\$0.00	\$39,603.54	\$18,596.46	68%	\$53,236.84
5304	Printing	14,850.00	.00	14,850.00	.00	599.00	10,663.50	3,587.50	76	11,396.55
5304.100	Printing Forms	\$14,850.00	\$0.00	\$14,850.00	\$0.00	\$599.00	\$10,663.50	\$3,587.50	76%	\$11,396.55
5305	Dues and memberships	100.00	.00	100.00	.00	.00	100.00	.00	100	100.00
5306	Maintenance agreement	4,300.00	.00	4,300.00	195.00	.00	4,065.00	235.00	95	2,161.25
5306.100	Maintenance agreement Software	\$4,300.00	\$0.00	\$4,300.00	\$195.00	\$0.00	\$4,065.00	\$235.00	95%	\$2,161.25
5307	Repairs and maintenance	1,500.00	.00	1,500.00	.00	.00	1,654.28	(154.28)	110	2,415.18
5307.100	Repairs and maintenance Equipment	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,654.28	(\$154.28)	110%	\$2,415.18
5310	Advertising and public notice	5,250.00	.00	5,250.00	.00	.00	485.16	4,764.84	9	8,680.98
5330	Books, periodicals, subscription	131.00	.00	131.00	.00	.00	44.00	87.00	34	.00
5340	Travel and training	1,505.00	.00	1,505.00	.00	.00	960.79	544.21	64	1,716.89
5390	Miscellaneous	2,600.00	.00	2,600.00	.00	.00	1,028.00	1,572.00	40	1,067.90
5392	Service fees	45,000.00	.00	45,000.00	4,375.63	.00	50,797.37	(5,797.37)	113	53,136.05
5410	Insurance	721.00	.00	721.00	.00	.00	834.00	(113.00)	116	721.00
5410.400	Insurance Bond	\$721.00	\$0.00	\$721.00	\$0.00	\$0.00	\$834.00	(\$113.00)	116%	\$721.00
5601	Intra-county expense	36,471.00	.00	36,471.00	2,470.19	.00	28,218.62	8,252.38	77	32,031.79
5601.100	Intra-county expense Technology services	1,906.00	.00	1,906.00	158.83	.00	1,747.13	158.87	92	2,375.00
5601.200	Intra-county expense Insurance	450.00	.00	450.00	30.00	.00	570.00	(120.00)	127	540.00
5601.300	Intra-county expense Other departmental	3,500.00	.00	3,500.00	680.89	.00	2,958.31	541.69	85	4,426.88
5601.350	Intra-county expense Highway									

2



Budget Performance Report

Fiscal Year to Date 11/30/14
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF EXPENSE										
Department 080 - Treasurer										
Division 001 - General										
Intra-county expense										
5601.400	Intra-county expense Copy center	2,018.00	.00	2,018.00	169.95	.00	182.55	1,835.45	9	967.20
5601.450	Intra-county expense Departmental copiers	129.00	.00	129.00	10.75	.00	118.25	10.75	92	123.00
	5601 - Intra-county expense Totals	\$44,474.00	\$0.00	\$44,474.00	\$3,520.61	\$0.00	\$33,794.86	\$10,679.14	76%	\$40,463.87
5700	Contracted services	39,900.00	.00	39,900.00	2,505.42	.00	29,508.41	10,391.59	74	33,369.48
5815	Tax refund	34,800.00	.00	34,800.00	297.70	.00	19,045.51	15,754.49	55	25,388.39
5815.100	Tax refund Personal property	35,000.00	.00	35,000.00	.00	.00	1,712.77	33,287.23	5	13,337.10
5815.110	Tax refund Real estate property	7,500.00	.00	7,500.00	.00	.00	368.94	7,131.06	5	5,197.34
	5815 - Tax refund Totals	\$42,500.00	\$0.00	\$42,500.00	\$0.00	\$0.00	\$2,081.71	\$40,418.29	5%	\$18,534.44
5835	Soil testing	.00	.00	.00	.00	.00	2,500.00	(2,500.00)	+++	.00
5887	Payment in lieu of taxes	12,785.00	.00	12,785.00	.00	.00	.00	12,785.00	0	12,785.00
6110	Outlay									
6110.020	Outlay Equipment (\$5,000+)	10,000.00	.00	10,000.00	.00	.00	6,983.00	3,017.00	70	15,448.00
	6110 - Outlay Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$6,983.00	\$3,017.00	70%	\$15,448.00
Division 001 - General										
Department 080 - Treasurer										
	EXPENSE TOTALS	\$687,372.00	\$0.00	\$687,372.00	\$41,749.97	\$599.00	\$505,684.51	\$181,088.49	74%	\$637,698.98
	EXPENSE TOTALS	\$687,372.00	\$0.00	\$687,372.00	\$41,749.97	\$599.00	\$505,684.51	\$181,088.49	74%	\$637,698.98
Fund 100 - GF Totals										
	REVENUE TOTALS	687,372.00	.00	687,372.00	(597.70)	.00	664,633.18	22,738.82	97	(1,071,337.08)
	EXPENSE TOTALS	687,372.00	.00	687,372.00	41,749.97	599.00	505,684.51	181,088.49	74	637,698.98
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$42,347.67)	(\$599.00)	\$158,948.67	(\$158,349.67)		(\$1,709,036.06)
Fund 100 - GF Totals										
	REVENUE TOTALS	687,372.00	.00	687,372.00	(597.70)	.00	664,633.18	22,738.82	97	(1,071,337.08)
	EXPENSE TOTALS	687,372.00	.00	687,372.00	41,749.97	599.00	505,684.51	181,088.49	74	637,698.98
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$42,347.67)	(\$599.00)	\$158,948.67	(\$158,349.67)		(\$1,709,036.06)

3

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF OCTOBER 2014

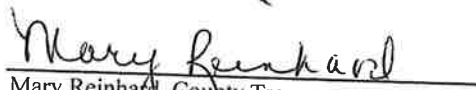
Treasurer's Cash on Hand and in the General Account as of October 31, 2014:

Associated Bank and Chase Bank	\$3,583,322.03
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$475,701.67
Emergency Fund	(\$15,664.95)
NSF Checks Redeposited	\$328.59
Clerk Passport Account	(\$500.00)
Workers Comp Acct	(\$15,557.95)
UMR Sweep Account	(\$209,135.88)
Bank Error(s)	\$0.00
Total	\$3,818,493.51
Less Outstanding Checks	(\$1,890,638.40)
Other Reconcilable Items	\$0.00
Balance Per County	\$1,927,855.11

Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of October 31, 2014:

Interest Earned on Unrestricted Funds		<u>2013</u>	<u>2014</u>
Year-to-Date		\$616,079.08	\$869,882.11
Current Month		\$124,044.40	\$138,389.49
Total Interest Earned Year-to-Date		\$740,123.48	\$1,008,271.60
Funds Invested			
Working Capital Reserves		\$108,250,185.44	\$106,453,904.65
Restricted		\$10,414,990.58	\$6,624,205.40
Total Funds		\$118,665,176.02	\$113,078,110.05
Investment Type Detail			
Money Market & Pooled Investment Accounts		\$47,869,438.77	\$42,288,272.18
Treasury, Municipal, & US Agency Bonds		\$63,336,095.29	\$61,847,195.91
Certificates of Deposit		\$7,459,641.96	\$8,942,642.96
Commercial Paper		\$0.00	\$0.00
Total Investment Detail		\$118,665,176.02	\$113,078,111.05
Rate of Return			
Yield-to-Worst Call (per Tracker)		0.919%	1.330%

I, Mary Reinhard, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of October 31, 2014.


Mary Reinhard, County Treasurer

Approved by:

County Executive _____ Date _____

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF NOVEMBER 2014

Treasurer's Cash on Hand and in the General Account as of November 30, 2014:

Associated Bank and Chase Bank	\$6,712,044.70
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$11,608.80
Emergency Fund	(\$14,606.50)
NSF Checks Redeposited	\$328.59
Clerk Passport Account	(\$500.00)
Workers Comp Acct	(\$11,491.42)
UMR Sweep Account	(\$134,139.09)
Bank Error(s)	\$0.00
Total	\$6,563,245.08
Less Outstanding Checks	(\$3,263,851.69)
Other Reconcilable Items	\$0.00
Balance Per County	\$3,299,393.39

Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of November 30, 2014:

Interest Earned on Unrestricted Funds		
	<u>2013</u>	<u>2014</u>
Year-to-Date	\$740,123.48	\$1,008,271.60
Current Month	\$20,604.28	\$33,204.74
Total Interest Earned Year-to-Date	\$760,727.76	\$1,041,476.34
Funds Invested		
Working Capital Reserves	\$107,537,046.56	\$105,165,242.41
Restricted	\$9,806,037.18	\$3,422,467.40
Total Funds	\$117,343,083.74	\$108,587,709.81
Investment Type Detail		
Money Market & Pooled Investment Accounts	\$45,773,086.95	\$37,992,142.14
Treasury, Municipal, & US Agency Bonds	\$64,110,354.83	\$61,860,979.88
Certificates of Deposit	\$7,459,641.96	\$8,734,587.79
Commercial Paper	\$0.00	\$0.00
Total Investment Detail	\$117,343,083.74	\$108,587,709.81
Rate of Return		
Yield-to-Worst Call (per Tracker)	0.579%	0.889%

I, Paul Zeller, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of November 30, 2014.


Paul Zeller, County Treasurer

Approved by:

County Executive _____ Date _____

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

Treasurer's Office Agenda Items :

1-20-2015

1. Budget Status Report for October 2014 and November 2014
2. Budget Performance Report for October 2014 and November 2014
3. Treasurer's Financial Report for October 2014 and November 2014
4. Treasurer's Report:
 - A. Status of RFP Project #1873 of 8-26-14 for Financial Advisory Services
 - B. Sale of Tax Deeded Lands by WI Statute 75:
 - I. Request to Modify Administrative Policy T-1
 - II. Means of determining "Appraised Value"
 - III. Offer property to Brown County Depts. first, then to Municipality
 - IV. Current Inventory List
 - V. Possible use of Wisconsin Surplus Online Auction

To - Kristen Hooker
From - Paul Zeller

SALE OF TAX DEEDED LANDS

- NUMBER:** T-1
- EFFECTIVE:** February 1, 1995
- REPLACES:** None
- DEFINITION:** Tax deeded lands include and apply to lands acquired by means of an In Rem Judgment issued under § 75.521, Wisconsin Statutes, granting title to Brown County.
- POLICY:** Brown County receives tax deeded properties through judgment foreclosure by the courts. These tax foreclosure properties are offered for sale. Prior to the sale of these properties, the County Treasurer's Office will notify all county departments of the availability of such properties.
- PROCEDURE:** Upon obtaining judgement foreclosure from the courts, the ~~county will offer the tax deeded properties to the former owners for purchase. All back taxes and related costs must be paid in full within thirty days of the court judgement date. If this opinion is not exercised, then the~~ County Treasurer's Office will notify all county departments of the availability of the tax deeded properties. If a county department is interested, they can purchase the property for all back taxes and related costs. They must have funds budgeted for the purchase or a REQUEST FOR BUDGET TRANSFER must be completed. Also the department will be responsible for the property taxes for the year the property is acquired. If no county department is interested in the tax deeded properties, they will be offered for purchase to other governmental units. If no other governmental units are interested, the properties will be available to the public through a Tax Deed Bid Sale.

BROWN COUNTY CODE OF ORDINANCES

CHAPTER 3 County Administration

3.06 PURCHASE AND SALE OF TAX DELINQUENT PROPERTY. (1) Tax Delinquent Lands; Purpose. The purpose of this section is to establish a policy for the appropriate Brown County officials to follow, particularly the County Clerk and Treasurer, in the procurement and disposal of real estate upon which the taxes have become delinquent. Chapters 74 and 75 of the Wisconsin Statutes outline general procedures to be followed relative to county purchase and sale of tax delinquent real estate. It is the intent of this section that these statutes be complied with to achieve the best interests of the taxpayers of Brown County.

(2) County May Purchase on Tax Sales. Pursuant to Wisconsin Statutes, the County Treasurer is hereby authorized and directed to bid in, and become the purchaser of, all lands sold for taxes for the amount of taxes, interest, and charges remaining unpaid thereon. In years subsequent to tax year 1988, the County Treasurer is required to issue a tax certificate to the County for all tax parcels with unpaid real property taxes, charges, and assessments.

9/9/14 Updated August 2014 3(4)

(3) Certificate of Sale. The Treasurer shall, pursuant to Section 74.46 Wisconsin Statutes (1985), issue certificates of sale to Brown County on all tax delinquent lands purchased by the county for tax years prior to 1989.

(3a) County to Acquire Tax Deed to Tax Delinquent Lands upon Expiration of Owner's Redemption Rights. The Treasurer shall, pursuant to Section 75.12(2), Wisconsin Statutes, provide written Notice of Application for Tax Deed to owners of record of tax delinquent lands not earlier than 88 days prior to the earliest date on which Brown County, as holder of the tax certificate, is entitled to tax deed but not later than 3 years from the date on which Brown County was issued a certificate of sale by the County Treasurer for tax years prior to 1989.

Within one year from the last date of service of the Notice of Application for Tax Deed, the County Clerk shall issue a Tax Deed to such lands to Brown County, unless the lands are sooner redeemed according to law, upon the filing of the necessary affidavit or proof of service pursuant to Section 75.12, Wisconsin Statutes (1985), and such tax deed shall be issued to Brown County in the form set forth in Section 75.16, Wisconsin Statutes, or an equivalent form.

(4) Election to Proceed under Subsection 75.521 Wisconsin Statutes in Relation to the Enforcement of Collection of Tax Liens. From and after October 1, 1977, the Brown County Board of Supervisors elects to adopt the provisions of Section 75.521 Wisconsin Statutes for the purpose of enforcing tax liens in such county in the cases where the procedure provided by such section is applicable.

(5) Sale of Tax Delinquent Real Estate. (a) Supervising authority of the purchase and sale of tax delinquent real estate is hereby vested in the County Board Executive Committee. Pursuant to Sections 75.69 and 75.35(2), Wisconsin Statutes, the Executive Committee shall insure that no tax delinquent real estate acquired by Brown County shall be sold unless the sale and appraised value of such real estate has first been advertised by publication of a Class 3 notice under Chapter 985 Wisconsin Statutes, which requires three insertions in the appropriate publication. The County Board may accept the bid most advantageous to the county, ~~but every bid less than the appraised value of the property shall be rejected.~~

(b) The County Board or County Treasurer is hereby authorized to engage licensed real estate brokers and salesmen to assist in selling such lands and to pay the commission for such services.

(c) Preference to Former Owner. The County Board shall, at its option, provide that in the sale of tax deeded lands, the former owner who lost his title through delinquent tax collection enforcement procedure, or his heirs, may be given such preference in the right to purchase such lands as determined by the County Board. Such sales shall be exempt from

→ using a process most efficient, both in terms of 5Bii time + tax payer money, to sell in Rem foreclosed -

properties, so long as consistent w/ governing state statutes.

any or all provisions of Section 75.69 Wisconsin Statutes. This paragraph shall not apply to tax deeded lands which have been improved or dedicated to a public use by such municipality subsequent to its acquisition.

(d) Notice to Municipalities. At least 7 days prior to the county sale of tax deeded lands, notice shall be provided by the county to the municipality or municipalities in which the land is situated that the county will sell the land at a tax deed sale, giving the date, time, and location of said sale.

(6) Property Tax Collection Procedures for Taxes Levied in 1989 and Thereafter. (a) Procedures for Enforcement of Tax Liens Acquired after January 1, 1989. For those tax

9/9/2014 Updated August 2014 3(5)

delinquent lands acquired on tax liens for taxes levied on and after January 1, 1989, the following provisions are applicable in lieu of the provisions set forth in subsections (1) through (5) of this section which may differ from this subsection.

(b) County Issued Tax Certificates. For the tax year 1989 and all years thereafter, the Brown County Treasurer shall, annually on August 15, issue a tax certificate to Brown County for the amount of real property taxes, special charges, special taxes or special assessments remaining unpaid thereon all pursuant to Sec. 74.57 (1987) of the Wis. Stats. The County Treasurer shall, by mail, issue a Notice of Issuance of Tax Certificate to each owner of record shown on the tax roll pursuant to Sec. 74.59 of the Wis. Stats. The form of the tax certificate shall group by taxation district all parcels for which real property taxes, special assessments, special charges or special taxes remain unpaid and for each parcel shall state:

1. A legal description.
2. The amount of unpaid real estate taxes, special assessments, special charges or special taxes, and the date from which the interest and any penalty accrues.
3. The earliest date upon which the County may be entitled to a tax deed or equivalent evidence of title.

(c) Owner's Redemption Rights. For the tax year 1989 and thereafter, tax certificates issued may be redeemed not later than 2 years from the date on which Brown County was issued a tax certificate by the County Treasurer. Enforcement of such liens represented by the certificate by an action under Sec. 75.521, Wis. Stats., shall be brought upon the expiration of said redemption period.

(d) Personal Liability for Taxes. Upon specific prior authorization by means of a resolution of the Brown County Board of Supervisors, an action to collect delinquent taxes and other amounts that are included in the tax roll for collection for the tax year 1989 and thereafter may be brought against the owner or owners of such lands pursuant to Sec. 74.53 (1987).

(e) Sale of Tax Deeded Lands. The provisions for sale of tax deeded lands include and apply to lands acquired by means of an In Rem Judgment issued under Sect. 75.521, Wis. Stats., granting title to Brown County.

3.061 INTEREST RATE AND PENALTY OF OVERDUE OR DELINQUENT REAL ESTATE TAXES AND SPECIAL ASSESSMENTS. There is hereby imposed a penalty of 0.5% per month or fraction of a month, in addition to the interest provided for in Section 74.47, Wisconsin Statutes, on all real estate taxes, special assessments, special taxes and special charges overdue or delinquent on or after September 1, 1983.

9/9/14 Updated August 2014 3(6)

5Bii

parcel #	House or vacant	Municipality	Address	City	Zip
18-107	House	City of Green Bay	1007 Lincoln St.	Green Bay	54303-3627
19-361	House	City of Green Bay	1628 Preble Ave.	Green Bay	54302-2933
21-2551-2-A	Vacant	City of Green Bay	Deleers St.	Green Bay	
2-252-1	Vacant	City of Green Bay	S Ashland Ave.	Green Bay	
2-437	Vacant	City of Green Bay	614 Tenth St.	Green Bay	
2-871	House	City of Green Bay	417 Fifth St.	Green Bay	54304-2710
5-893	Vacant	City of Green Bay	507 N. Broadway	Green Bay	
6H-1168-4-4	House	City of Green Bay	2820 West Point Rd.	Green Bay	54313-5438
7-125	House	City of Green Bay	1375 Harvey St.	Green Bay	54302-1915
7-467	House	City of Green Bay	1021 Eastman Ave.	Green Bay	54302
8-227	Gas station	City of Green Bay	627 N Irwin St.	Green Bay	54302-1332
M-86-1	House	Town of Morrison	6521 Morrison Rd.	Morrison	54115-8752
SU-1056	Vacant	Village of Suamico	3450 Taragon Tr.	Suamico	
VD-142-1	Vacant	Village of Denmark	CTH R	Denmark	
VH-590-6	Vacant	Village of Howard	1831-1879 Hazel Ct. 1820-1890 N. Beaver Trail Dr.	Howard	

WISCONSIN SURPLUS --- ONLINE AUCTION ---

State of Wisconsin's Official Online Auction
We can sell all your Tax Delinquent Parcels !

Call or email Matthew for information at
608-437-2001 or bid@WisconsinSurplus.com

6295

5Bv

WisconsinSurplus.Com

Wisconsin Surplus was established in 2003 as the online internet arm of our 38 year old auction company, *Lust Auction Services, LLC*. We added this web site to sell surplus equipment on line after securing the contract to provide that service to the State of Wisconsin. Over the last nine years we have sold by on line auctions for numerous agencies of the Wisconsin state government. Our contract allows us to also sell for Wisconsin municipalities. We have provided such positive results selling for municipalities that we are advising all municipalities of this fantastic service.

We will list and photograph your surplus items at our site for sale by auction on our internet site, **WisconsinSurplus.com**, and answer any and all questions from the buying public. We also personally handle the on line auction of your items in our local office, complete their sale and send you a check for the full amount of your sale. *We will do all this at NO cost to you.* That's right, it will cost you nothing to sell your equipment using our on line auction service.

Our on line auctions are conducted 24 hours a day, 7 days a week so there is no need for you to wait for a live municipal or state auction to sell your equipment. Turn your equipment into **cash** quicker, easier, with less manpower and labor expense, and at **no** costs to you by using **WisconsinSurplus.com**.

We will sell your equipment from your location or from our auction complex. Our staff will pick up your equipment from your location (within 50 miles) or you can deliver your equipment to our Mt. Horeb Auction Complex. You can also picture your equipment and fill out the description forms and email us that information and we will list your equipment on our web site and handle the sale for you. As you will see on the following pages, we do a complete listing with a full series of digital photographs of your equipment. Your auction will run approximately two plus weeks, although you can request any amount of time--all at **NO** cost to you!!

5B✓

At the end of your auction we will contact the successful bidder and accept all the payments. You will receive a check for the entire amount of your auction from us. This is an excellent method to use to turn surplus equipment into **CASH** and free up wasted storage space and raise dollars in the process to help your budget.

Give **WisconsinSurplus.com** a try and see how easy it is to expose your surplus equipment to **the world** on the internet to gain **top dollar** for your no longer needed equipment, from computers to trucks to boats to squad cars to heavy equipment, we will auction almost anything for you.

A recent review of our website shows that we have been averaging over 2,200,000 hits a month on **WisconsinSurplus.com** for over the last few months. Currently we are adding 100 new bidders a week to that website, which brings the number of registered bidder to over 31,000. Your auction is seen all over the world on the internet.

The other advantage in using **WisconsinSurplus.com** is that auctions are conducted every day so that you don't have to sell a lot of items at once and flood the market accordingly. We will sell your equipment in smaller lots now and **NOT** over saturate the market in the process.

Another reason for you to use **WisconsinSurplus.com** is how quickly you can turn your surplus equipment into spendable and usable **CASH** to off set your tight operating budgets.

Take a look at **WisconsinSurplus.com** and see what we have done for others and give us a call so we may help you earn some usable cash.

WISCONSIN SURPLUS ONLINE AUCTION
www.WisconsinSurplus.com
wrf@WisconsinSurplus.com ✓
(608) 437-2001 • (800) 383-SOLD
202 W. Front Street, Mt. Horeb, WI 53572-0113

Send Link

William R. Faltz
Manager

MATT

NAA (608) 575-1459 • Fax (608) 437-9593
ONLINE AUCTION SPECIALISTS

5BV

CORPORATION COUNSEL OFFICE
MONTHLY REPORT NOVEMBER 2014

CORPORATION COUNSEL:

ADMINISTRATION: Attend meeting regarding the health insurance and possible suggested alternate plans. Discussion with the Director of Administration as to veto items in the budget and how that affects a balanced budget. Research veto information for Chad Weininger for the upcoming veto session on the budget.

ADRC: Respond to email from ADRC looking for information on opening up a Café in the ADRC building.

CIRCUIT COURT: Review the document sent to the Clerk of Circuit Court regarding removal of names from marriage applications and certificates.

CLAIMS: Review the follow-up letter on the claim of AT&T for buried telephone cable damage. Review the claim of Mike Mahr for vehicle damage (cracked windshield) allegedly from a rock which flew off a Brown County dump truck. Review Final Decision on the claim filed by Jenna B. Clabots for the ERD/EEOC cases where the Department of Workforce Development closed the matter for untimely filing on the part of the petitioner. Review the withdrawal of the complaint and order of dismissal for the claim of Caroline Guzman in the ERD/EEOC matter so that she can file in Federal Court. Review claim of Donald and Gayle Boldt for personal injury from a motor vehicle accident allegedly caused by a County employee.

CONTRACTS: Review and edit Version two of the Relias software contract for Human Services. Review and comment on the Land Conservation Agreement for the National Fish and Wildlife Foundation grant to remove fish passage barriers and improve aquatic habitat in Haller Creek. Review and comment on the West Shore Pike Habitat Project Grant Agreement for Land Conservation. Review and discuss the Emergency Management Grant with Risk Management. Review and edit the Door County Child Care Certification Agreement. Review and edit the Public Safety Motorola Service Agreement. Review and comment on the multi-year Motorola Contract and the discount language inserted in said agreement. Review and edit the MorphoTrust Agreement regarding software maintenance for the Sheriff's Department.

CORPORATION COUNSEL: Review of the three finalists for the position of Termination of Parental Rights attorney and short office meeting regarding the same. Call references for the Termination of Parental Rights Attorney final candidate, prior to offering the position. Discussion with Human Resources as to procedures in the hiring process for the Termination of Parental Rights candidate. Discussion with Ronelle Mook, Paralegal for the office, on record destruction and the contents of the boxes that are scheduled for destruction.

COUNTY BOARD: Prepare and attend the County Board budget meeting. Research setting meeting for Executive Budget veto consideration by the County Board and report to County Board Chair as to the law in this regard. Research veto question and review documents on veto session including agenda for County Board. Discussion with the County Board office as to the agenda items. Research further issues regarding Executive line item veto of the County Board budget. Prepare and attend the Special County Board meeting regarding the veto session of the budget appropriations by the County Executive. Assist the County Board office with closed session language for Committee meetings. Respond to an email request from Supervisor Robinson regarding agenda items and whether others may place items on the agendas besides Supervisors.

COUNTY CLERK: Telephone conversation with Sandy Juno on the certificates of elections. Discussion with Sandy Juno on procedure for the County Board veto session meeting. Discussion with Sandy Juno on the availability of the State Statutes books for 2013-2014.

COUNTY EXECUTIVE: Attend Monday morning meetings to update the committee on personnel and other issues pending in the County. Discussion with Chad Weininger regarding setting the county board meeting to consider the executive's veto on the budget. Review documents for Director of Administration on the County Executive's Veto of the budget item. Review objection letter of the County Executive for the veto items from the budget. Discuss with Chad Weininger the resolution and veto of the County Executive. Research of naming rights issues and the law. Discussion with Troy Streckenbach and Tom Hinz on naming rights of a Brown County building and any liability of said action.

EDUCATION AND RECREATION: Review the resolution regarding the table of organization for the museum dealing with the office manager and technician positions. Prepare for the Education and Recreation Committee meeting.

FINANCE: Discussion with the Internal Auditor regarding the release of records and the procedures to follow for internal audit reporting.

HEALTH DEPARTMENT: Discussion with Judy Friederichs on the Shirley Wind Turbine information. Discussion with Patti Semester at the Health Department regarding the open records requests relating to Shirley Wind Turbine and the language necessary in response. Discussion and draft closed session for Health department meeting. Discussion with Supervisor Evans on the Shirley Wind Turbine issue. Prepare for the Health Board meeting and attend meeting regarding the Shirley Wind Turbines, advising the Board on strategy and upcoming litigation on the Shirley Wind Turbines. Respond to inquiry by Dale Schmidt, sanitarian at the Brown County Health Department, regarding an inspection warrant for Memory Avenue in Allouez. Discussion with Judy Friederichs regarding ebola and the information that she sent from the Health Department. Conference call with Judy Friederichs and Patti Smeester of the Health Department regarding open records requests and the criteria for filling such requests. Redraft and update the inspection warrant and affidavit for access to a residence on Memory Avenue in Allouez with the new information received from the health department.

HIPAA: Review HIPAA opinion of staff attorney for comment regarding an inquiry of the courts.

HUMAN RESOURCES: Discussion with Human Resources regarding employee discipline and the Americans with Disability Act. Discussion and research on Fair Labor Standards Act and payment of cash in lieu of compensatory time. Discussion with Human Resources regarding the hiring of the Termination of Parental Rights Attorney. Discussion with Deputy Corporation Counsel on grievance procedure and time frames involved. Discussion with Human Resources regarding the law and the County ordinance as it relates to Family Care issues. Discussion with Human Resources as to authority to restrict outside work for employees. Send list as requested of training topics for the County Department Supervisors to Human Resources for their planning of training opportunities.

HUMAN SERVICES: Review the resolution for the Drug Court Coordinator and send on to the County Board office for placement on the agendas.

LABOR: Meeting with Labor attorney Cermele and the Non-supervisory union representatives for the Sheriff Deputies to begin labor negotiations. Research premium contributions pursuant to the question that arose during negotiations. Develop arguments for litigation purposes on the health insurance premium issues. Another meeting with the Labor Attorney Jon Cermele and the Non-supervisory union representatives for the Sheriff Deputies on the next labor agreement. Discussion with Human Resources and Deputy Chief Delain regarding the next contract negotiation session for the Non-Supervisory Sheriff Deputies labor negotiations. Discussion with Human Resources on the Prohibited Practice filed by Correction Officers and the procedure for the hearing and evidence of the County. Review changes to the labor agreement for the Non-supervisory Sheriff Deputies contract and prepare for the labor negotiations. Attend Labor negotiations for the Sheriff's Department Non-Supervisory Deputies. Research the case law discussed at the labor negotiations regarding compensation time for the Non-supervisory Deputies at the Sheriff's Department. Research on Fair Labor Standards Act in regard to compensatory time and overtime pay

OPEN RECORDS: Review, research and redact open records request for Duke Energies on the Shirley Wind Turbines. Review and respond to an open records request of the Sheriff's Department records from WBAY, and send notice to the record subject of the request. Draft letter acknowledging the third open records request from the Construction Business Group regarding the Public Works Department. Review and respond to the open records request from WFRV regarding the Sheriff's Department records, and draft two letters regarding the same, one for the requester and one for the record subject. Review 272 documents from the Public Works Department regarding the salvage materials and the disposal of said materials in response to an open records request. Draft a final letter to Duke Energies for their second open records request indicating the request is not complete. Draft response letters to WBAY, WLUK and WFRV regarding their open records request on the DARE officer. Review and gather more documents for Duke Energies second open records request, and draft letter as complete. Discussion with District Attorney's officer regarding the release of documents on an open records request for an Internal Audit of the Sheriff's Department. Discussion with Sheriff on the release

of open records and the law requiring redaction. Review estimate of costs for open records requests from Department of Public Works, and send inquiry and direction as to need for a revision of costs under the law. Review open records received from the Sheriff's Department from Construction Business Group regarding the use of inmate labor by the Public Works Department for the demolition of the Mental Health Center. Review request for records on a Sheriff's Deputy by a local attorney and respond to the sheriff's department in that regard. Research release of personnel records and respond to questions of Captain Deneys of the Sheriff's Department. Discussion with Human Resources regarding the personnel records request and what procedure to follow regarding the Sheriff's Department. Review Open Records Request for more information on the DARE issue and forward to the Sheriff's Department for response. Draft letters to the Construction Business Group regarding their second and third requests for documents and the cost of location fees and copies on those requests. Review Internal Auditor report from October 7, 2007 regarding the Sheriff's Department procedures for release to requester.

PORT AND RESOURCE RECOVERY: Review documents pursuant to request of Dean Hean regarding the Fox River Fiber Agreement and my opinion of the same.

PUBLIC WORKS: Research on the ability of governments doing work for local school districts. Discussion with Linn Heinzen, Office Manager, regarding the two pending open records requests (one of which is over 41,000 pages) from Construction Business Group and how to handle the large requests.

PUBLIC SAFETY COMMUNICATIONS: Discussion with Cullen Peltier regarding ordinances and forfeiture amount, and the procedure for changing an ordinance.

RISK MANAGEMENT: Review and discuss the new Health Insurance third party administrator contract with Risk Management and what needs to be done to make the contract comply with the Requests for Proposals. Discussion with Barb West regarding the National Fish and Wildlife Grant Agreement and needed changes to said agreement.

SHERIFF'S DEPARTMENT: Discussion with the Sheriff's Chief Deputy regarding the open records request and labor negotiations. Discussion with the District Attorney regarding open records requests and the District Attorney files, and the investigation of a Sheriff Deputy. Discussion with Captain Deneys on the release of investigative reports and summaries for an open records request. Discussion with Captain Malcomson regarding open records request for the use of the jail inmates. Discussion with Captain Deneys on the open records request he received on one of the officers. Discussion with Chief Deputy Delain regarding Brady Giglio disclosure and the release of information from the department on one of the officers. Review records to be disclosed by the Sheriff's Department under open records request. Correspondence with Attorney Timothy Anderson regarding Sheriff Sales and the adjournment of said sale. Correspondence with Attorney Woodward on the Sheriff Sale of the property for Rough Waters.

TREASURER: Discussion with the new Treasurer regarding the procedures for contracts and bond issues, as well as In Rem proceedings. Copy statutes for Treasurer pertaining to

the position of County Treasurer and give to new Treasurer per request. Respond to inquiry by the incoming Treasurer regarding his bond documents under the State Statutes.

UW-EXTENSION: Review documents sent and comment on the desire for the UW-Extension office to set up a donation section for the community gardens on a website, known as Crowdrise, to have the citizens donate to the community gardens. Discussion with Risk Management regarding the Crowdrise request from UW-Extension.

DEPUTY CORPORATION COUNSEL:

COUNTY TREASURER'S OFFICE (In Rem Foreclosures for 2014): Attention to email from Cori VanLanen regarding the process for vacating the Judgment of Foreclosure on a particular parcel of property; Response to Cori VanLanen in regards thereto; Draft Motion to Vacate and Proposed Order of Vacation for filing with the Court; Several teleconferences with a representative of Coldwell Homes inquiring into the status of said property subject to the County's Motion to Vacate; Draft letter to the Court explaining the Motion to Vacate and Proposed Order of Vacation included therewith; Email communication to Cori VanLanen and Mary Reinhard in regards thereto.

COUNTY TREASURER'S OFFICE (In Rem Foreclosures for 2014): Attention to email and telephone message from the Law Firm of Nell and Associates inquiring into the 2014 foreclosure of its client's property; Communication with the County Treasurer's Office in regards thereto; Review of 2014 In Rem Foreclosures File in preparation of responding to Nell and Associates; Respond to Nell and Associates upon said File review and communication with the County Treasurer's Office.

COUNTY TREASURER'S OFFICE (In Rem Foreclosures for 2015): Review of initial filings to commence the County's 2015 In Rem Foreclosure process; Meeting with County Treasurer, Paul Zeller, in regards to said filings and to answer several questions on the process in general.

EMPLOYMENT MATTER: Follow up meeting with Barb West regarding new information surrounding a confidential complaint by several employees; Research of governing law in response thereto; teleconference with Barb West in regards to my findings.

LITIGATION (GetMOR): Communication to the Brown County Board of Supervisor's Office requesting the inclusion of a Closed Session on the upcoming Administration Committee's Meeting Agenda for purposes of discussing the pending GetMOR litigation; Provide said Office with the appropriate Agenda language for purposes of the same; Prepare for upcoming Scheduling Conference set by the Court to calendar certain dates pertinent to the GetMOR litigation; Attend said Scheduling Conference; Assess pros and cons of litigating before a jury, as opposed to a judge, following GetMOR's decision not to exercise its right to a jury during the aforementioned Scheduling Conference; Draft letter to the Court notifying it of the County's decision to also forego said jury trial; Attend Administration Committee Meeting to give an update on the GetMOR litigation in closed session.

HUMAN SERVICES/HUMAN RESOURCES (Employee Grievance): Meeting with Tom Smith to discuss pending Grievance filed by a former Human Services employee; Meeting with Tom Smith and Director of Administration, Chad Weininger, to discuss the document request served upon Human Resources by the Grievant's Attorney, T.J. Parins; Teleconference with Attorney Parins regarding the same; Follow up emails to and from Human Resources, Director of Administration and Human Services regarding Attorney Parins' document request; Email communication to and from Barb West upon her involvement in said Grievance; Meeting with several members of the Human Services Department to go through the documentation responsive to Attorney Parins' request; Review of said documentation for purposes of determining whether and to what degree each record is subject to disclosure under governing law; Meeting with Attorney Wagner regarding the disclosure of certain CHIPS – related documentation; Follow up communication to said members of the Human Services Department expressing a concern that all of the documentation responsive to Attorney Parins' request had not been included in the original packet delivered to my attention; Receipt and review of additional documentation following said communication; Preliminary preparation for possible Grievance Hearing upon review of all documentation related to the Grievant's termination and responsive to Attorney Parins' request; Numerous communications to and from Attorney Parins regarding said documentation and the scheduling of the Initial Meeting between Administration and the Grievant per the County's Grievance procedure; Redaction of privileged information contained within the documentation responsive to Attorney Parins' request in advance of delivering to his attention copies of the same; Delivery of said redacted copies to Barb West's and Attorney Parins' attention; Several discussions with Barb West in follow up thereto.

SHERIFF'S DEPARTMENT: Follow-up communication to and from Officer Deron Davidson in regards to the drafting of a policy relating to inmate communication during transport; Several conferences with Attorney Lindner regarding the same.

SHERIFF'S DEPARTMENT: Attention to email from Lt. Malcomson regarding an Open Records Request received by his Department; Communication to Lt. Malcomson regarding said request, as well as the County's third party administrator's initial response thereto; Attention to several email communications from Lt. Malcomson and said third party administrator in follow up to the aforementioned communication; Email communication to Attorney Terry Bouressa acknowledging the County's receipt of his Office's Open Records Request.

LIBRARY (Contract Review): Attention to email from Barb West in follow up to my review of and revisions to the Merchant Services Application for Libraries (Propay); Email to Barb West in response thereto.

LIBRARY: Attention to email from Sue Lagerman regarding a Library fundraiser proposal whereby a Brown County citizen would donate an event in which her daughter would portray the character Elsa from the Disney animation, Frozen; Follow up email communication to and from S. Lagerman regarding the same; Research on the Library's ability to charge admission for a donated event; Research on the Copyright implications surrounding the use of a Disney character during said donated event; Draft Memo to S. Lagerman regarding my research findings and suggestions as a result thereof.

INTEROFFICE: Review comments and scoring of first round TPR candidates' interviews for purposes of narrowing down the pool for second round of interviews; Attend second round of interviews of candidates for TPR position; Review comments and scoring of second round candidates' interviews for purposes of discussing final candidacy choices; Attend interoffice meeting regarding the same.

INTEROFFICE: Prepare for meeting with Attorney Wagner to discuss the process of responding to discovery requests, specifically, certain Interrogatory Requests served in a pending TPR matter; Attend meeting with Attorney Wager regarding the same.

INTEROFFICE (CHIPS): Meeting with Attorney Wagner to discuss attending a probable cause Hearing on the County's Petition for Protective Services in her absence; Prepare for attending said Hearing; Attend probable cause Hearing on County's Petition for Protective Services in place of Attorney Wagner; Discussion with Attorney Wagner regarding the outcome thereof.

INTEROFFICE (TPR): Meeting with Attorney Wagner to discuss attending a Pretrial Conference on a pending TPR matter in her absence; Prepare for attending said Pretrial Conference; Attend Pretrial Conference in place of Attorney Wagner; Discussion with Attorney Wagner regarding the outcome thereof.

PORT & RESOURCE RECOVERY: Attention to new demands of the Port and Resource Recovery Department from the U.S. Army Corp. of Engineers in regards to the closure of Renard Island; Review of governing law and historical documents in preparation of meeting with Dean Haen for purposes of attending conference call between the County and the U.S. Army Corp. of Engineers in response thereto; Attend said teleconference call whereby the U.S. Army Corp. of Engineers ultimately agreed to consider the County's argument that the Chapter 30 permit it obtained in preparation of the transfer of Renard Island could be relied upon in lieu of the lake bed lease now being requested by the U.S. Army Corps of Engineers; Discussion with Dean Haen in follow up thereto; Teleconference with Attorney Anna Wildeman to discuss her assignment following the County's retainer of her firm to assist in its bolstering of said argument; Email communications to and from Attorney Wildeman in regards to the same.

PORT & RESOURCE RECOVERY: Attention to email from Noble Petro, Inc. in response to the County's revision of the proposed approval submitted by Noble Petro, Inc. for assignment of a 2004 Dock Wall Lease between it and Brown County to U.S. Venture; Communication to and from Dean Haen in regards thereto.

PUBLIC WORKS/HIGHWAY DEPARTMENT: Attention to email communication from Paul Fontecchio inquiring into whether a particular statute prohibited the Highway Department from fulfilling a request by the Howard-Suamico School District to pave the School's driveway; Attention to governing law and research thereunder; Draft in-depth response to Paul Fontecchio regarding the application of said statutory prohibition to the circumstances conveyed in his email communication and follow up telephone communication pertaining to the same.

GUARDIANSHIPS/PROTECTIVE PLACEMENTS:

Civil Mental Health Commitments / Adult Guardianships / Protective Placements and associated work in Corporation Counsel Office

Register in Probate Office:

- Pre-trials / new Guardianship or Protective Placement cases (Ch. 54/55): 4
- Pre-trials / Annual Reviews of Protective Placements (WATTs hearings / Ch. 55): 3
- Temporary Guardianship hearings (Ch. 54): 7
- Scheduling Conferences for contested cases (Ch. 54/55): 6
- Pre-trials / Extension of Civil Mental Health Commitments (Ch. 51): 7

Judicial Hearings / Court Commissioners:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 7
- Brown County Settlement Agreements (Ch. 51): 9
- Door, Oconto and Marinette Probable Cause hearings (Ch. 51): 1
- Door, Oconto and Marinette Settlement Agreements (Ch. 51): 2

Judicial Hearings / Judge Walsh and Judge Zakowski:

- Door, Oconto and Marinette – Probable Cause hearings (Ch. 51): 3
- Door, Oconto and Marinette – Settlement Agreements (Ch. 51): 2
- Final Civil Mental Health hearings (Ch. 51): 3
- Civil Mental Health Extension Hearings (Ch. 51): 8
- Civil Mental Health Extension Hearing stipulations (Ch. 51): 7
- Annual Protective Placement Review hearings (Ch. 55): 3
- Guardianship hearings (Ch. 54): 5
- Protective Placement hearings (Ch. 55): 4
- Status hearings regarding resignation and closure of a Corporate Guardianship entity: 21
- Conversion from Chapter 51 Emergency Detention to Alcohol Commitment: 1
- Petition to Terminate Adult Guardianship hearing: 1

Other Work:

- Preparation and review for all hearings, read expert reports, social worker reports, prepare oral arguments, arrange witness testimony, and
- Phone calls and e-mails with calls with public defenders and other attorneys, and
- Phone calls and e-mails with medical doctors, psychiatrists, or psychologists, and
- Case review with Brown County in-patient social workers and doctors at Nicolet on discharges without court (Ch. 51), and
- In person meetings with social workers, and
- Phone calls with social workers and other employees, and
- Phone calls with witnesses and public, and

- Read and respond to e-mails regarding cases, witnesses or other legal analysis, and
- Adult Protective Services case meetings, and
- Subrogation: Negotiate and signed settlement proposal and dismissal of court proceedings,
- Quarterly Emergency Detention meeting with representatives from local hospitals, police departments, sheriff's office, and Brown County representatives regarding on-going emergency detention procedure in Brown County, and
- HIPAA research/analysis/procedures: on-going / meetings and drafting policy/ review of breaches, consultations with privacy officers and risk manager, and
- Meetings with office attorneys about on-going cases, and
- On-going training, meetings, and discussion with case managers regarding independent medical examinations for Brown County and a system to provide accurate records to independent medical examiners in all cases, and
- Children in Need of Protection and Services case coverage, including temporary physical custody hearings, plea hearings and dispositional hearings, and
- Termination of Parental Rights case transitions: Research and review of statutes and case law for termination cases, hearings regarding on-going cases, motions to dismiss and amend certain cases, meetings with human services social workers and supervisors regarding transition of cases to different attorneys in the office, and
- Meetings with Director of Human Services and Nicolet in-patient about restructuring and building the remodel to the courtroom at the Brown County Community Treatment Center, discussion about financing from other Counties who benefit from the use of Brown County's courtroom and their possible financial contribution to the project, meeting with facilities and IT to get quotations and estimates of the cost of the project, and
- Preparation of training materials for out-patient case managers, and
- Chapter 51 Emergency Detention hearing held at Aurora Hospital, co-ordination of doctors, judge, court reporter and staff to be present for the hearing in the hospital setting, and
- Discussion and planning of time frames for the court to heard for Emergency Detention probable cause hearings on days that fall outside of the normal court schedule, co-ordination and meetings with Commissioner Burke and court reporters on dates and times, and
- Continued meeting with sheriff department transportation branch regarding policy for allowing in-mates to communicate during transportation in languages or other ways methods in a manner that could put officers at risk and safety during transports, discussion of how to draft a policy regarding the potential policy, and
- Communication and planning regarding census level at the Nicolet Psychiatric Center for holidays and preparation to co-ordinate with law enforcement and crisis center in the even we reach capacity, and
- Continued interviews of candidates for Termination of Parental Rights position, and
- Meeting with Brown County Community Treatment Center supervisors and crisis center on specific cases and procedures to ensure that we meet the 72 hour timeline required by statute for probable cause emergency detention hearings, and
- Meeting and outreach to local hospitals to arrange a system to have Emergency Detention hearings at the hospitals, and

-Develop and with policy and flow chart for individuals detained in Brown County hospitals who will not be at a psychiatric facility in time for a court hearings, and
-In person meetings with new psychologists added to the independent medical examination list by probate, discussion and training on local procedures and the possibility of re-drafting our examination report to be more consistent with what other counties are using.

CHILDREN IN NEED OF PROTECTIVE SERVICES (CHIPS):

Pretrial Conferences: 7
1:45 Emergency Hearing with Court Commissioner: 9
Plea/Disposition Hearings: 31
Extension/Permanency Plan Review Hearings : 4
Motion Hearing: 6
Appointment with Social Worker: 19
Discovery Requests filled: 24
Calls from Social Workers: 349
Calls with the Court: 39
Calls with outside Attorneys: 31
Calls with Witnesses: 4
Case Review
Guardianship Hearings: 4
HIPAA Meeting: 1
Child in Need of Protection or Services Fact Finding Trial
Child in Need of Protection or Services Fact Finding Trial Prep
Department Case Consult with Juvenile Justice: 2
Petitions Filed: 12
Mental Health Center Court: 1 afternoon
TPR Hearing: 3
Interviews for Assistant Corporation Counsel: 3
Sexualized Behaviors for Children Training

TERMINATION OF PARENTAL RIGHTS (TPR):

Work has been done by other attorneys as position vacant.

CORPORATION COUNSEL OFFICE
MONTHLY REPORT DECEMBER 2014

CORPORATION COUNSEL:

ADMINISTRATION: Discussion with Chad Weininger regarding overtime compensation payments and calculations and attend a meeting dealing with the same. Review and edit the draft letter recognizing donations to the County and the tax code which applies.

CHILD SUPPORT: Check with Child Support as to records relating to a Miguel Lopez. Discussion with Maria Lasecki regarding discipline matters in her department.

CLAIMS: Review correspondence from Attorney Terence Bouressa regarding his client Timothy Smits and the Notice of Disallowance of Claim. Send correspondence on to Attorney for the County's Insurance WMMIC, Sam Hall, and copy to Barb West, Risk Manager. Draft a letter to Attorney Bouressa regarding the Notice of Disallowance of Claim to clarify the need for a Claim for Damages in the Timothy Smits matter. Review the Property Damage release on Mike Mahr and discuss the origin of said release with the Risk Manager. Review the claim notice of the Department of Health Services on the Register in Probate form regarding the estate of Joyce A. Basten. Review claim of Ed Vogel for lost keys turned into the Sheriff's Department. Communication with the attorney for the County's insurance on the Robert Tohak claim and service of the summons and complaint on the County. Review claim filed by Kari Geiger for vehicle damage when allegedly her vehicle was struck by a county vehicle. Review claim filed by Jenna Clabots, a past telecommunication operator, alleging that the County unlawfully terminated her in retaliation for taking leave under FMLA and that the County violated the Rehabilitation Act, basic claim is violation of her civil rights. Review the update on the Robert Tohak matter in which a motion to dismiss has been filed and the Court will be issuing a decision on said matter without a hearing or oral arguments.

CLERK OF COURTS: Research Notice of Praecipe from a Luan Lynd Cloud seeking a revocation of a marriage license and power of attorney from Gregory H. John Vande Sande and Thomas Calvin Cloud.

CONTRACTS: Review the Agreement for Purchase of Economic Support Specialist Services between St. Vincent Hospital, Hospital Sisters Health System/HSBS of the Third Order of St. Francis and Human Services. Review the Purchase of Services Contract between Brown County Health Department and NEW Community Clinic for blood lead screening services. Review the edits from the Morphotrust software Agreement for the Sheriff's Department and comment to Risk Manager. Review and edit the Order and User Agreement for Software purchase between BNC and Brown County Administration. Review and comment on the Conflict of Interest Form from the Oneida Tribe for Register of Deeds. Review and edit the Park Trail Use Agreement with Aurora Foundation. Review and comment on the Runway Weather System for the Airport. Review and edit the Volunteer Waiver form for the Parks Friends. Review and edit the

Eight Street Community Gardens Agreement between the City of Green Bay and UW-Extension. Review and edit the Memorandum of Understanding between Outagamie County and Brown County dealing with the use of Brown County's paging channel. Review and edit the Aramark Food Preparation Agreement for the Brown County Jail. Review and edit the Agreement between CDW and Brown County Technology Services. Review the Agreement between the State of Wisconsin Department of Corrections and Brown County Human Services for the Administration of Community Youth and Family Aids program. Review the changes made by Motorola on the software contract for Public Safety and comment to Risk Manager. Review the changes to the Brown County Health Department and Green Bay Water Utility Agreement. Review and edit the 2014-2016 Contract between the State of Wisconsin, Department of Health Services and Brown County Health Department for Radiological Field Team Services. Review and edit the service contract with Com-Tec for maintenance and repair of security equipment at the jail. Review and forward the two Grant Agreements with the Department of Agriculture, Trade and Consumer Protections: one grant dealing with the agricultural and hazardous waste and the other grant dealing with unwanted prescription drugs.

CORPORATION COUNSEL: Discussion with the new Termination of Parental Rights Attorney as to the procedures in the office, the goals for the year and the expectations of the position. Complete the time cards. Attend webinar for Record Retention and destruction. Discussion with Deputy Corporation Counsel regarding the issues on the County Board Agenda. Preparation and attend the County Board Meeting. File documents, claims, opinions and letters. Discussion with a staff attorney regarding the need to revise a county ordinance and the procedures involved in doing so.

COUNTY BOARD: Review and edit the budget adjustment Resolution for the County Board meeting. Prepare for and attend the County Board meeting.

COUNTY EXECUTIVE: Attend Monday Morning meetings to update Executive on personnel issues in the County.

COURTS: Review a portion of the Guardian Ad Litem contracts and execute said agreements with the assigned court appointed attorneys.

DISTRICT ATTORNEY: Review Resolution regarding the change in table of organization for the District Attorney's office for the addition of one full time equivalent legal assistant.

EMPLOYMENT: Research insurance coverage for employees after separation from employment for Human Resources.

EXECUTIVE COMMITTEE: Discussion with Tom Lund as to agenda items for the upcoming meeting. Discussion with the County Board office as to the closed session on the agenda. Prepare and attend the Executive Committee meeting.

FINANCE: Discussion with Payroll as to the time sheet for the new Termination of Parental Rights Attorney, Brent Haroldson.

HEALTH DEPARTMENT: Review and complete the inspection warrant as amended with the updated information from the Health Department for Memory Avenue in Allouez, and gather and mark exhibits forwarding with instructions to Dale Schmit at the health department for execution. Discussion with Dr. Tibbets from the Health Board as to notifying Duke Energies of the special meeting in January for Duke to attend said meeting and present information to the Board, and to look at the complaints which Duke has from the citizens of the Town of Glenmore. Discussion with the Board of Health Chairperson, Audrey Murphy, regarding the Shirley Wind Turbines and a letter received from Attorney Witte on November 11, 2014, which letter was sent to Judy Friederichs, Director of the Health Department. Review letter of Board of Health whereby the Board is inviting Duke Energies to come to the Board meeting in January to give their side of the story as to the Shirley Wind Turbines. Respond to an inquiry from the Health Department as to giving testimony in Illinois as to the Shirley Wind Turbines and the decision of the Board to declare it a Human Health Hazard.

HUMAN RESOURCES: Discussion with Human Resources regarding a law suit filed by an employee on the health insurance plan for the county and wellness criteria. Discussion with Human Resource Director, Brent Miller, on the closed session language needed for the Executive Committee Meeting. Discussion with Todd VanDenHeuvel regarding the Executive Committee and the discontinuation of health care coverage for the retirees.

HUMAN SERVICES: Discussion with Kristen Madison from Human Services regarding the hours put in by the Corporation Counsel Office for the Children in Need of Protection position and the Termination of Parental Rights position. Discussion with Jeremy Kral regarding an amendment needed for the United Way contract. Draft the Amendment for the United Way Contract for Human Services.

INTERNAL AUDITOR: Research for the Internal Auditor the authority of the Public Works Director in building projects. Discussion with Internal Auditor on Public Works projects which are done in house. Discussion with Internal Auditor regarding maintenance agreements between the County and other government entities.

LABOR: Answer questions of Peter Davis, Hearing Examiner for the Wisconsin Employment Relations Committee, regarding the Brown County Children with Disabilities Education Board. Meeting with Brent Miller, Todd VanDenHuevel and Chad Weininger regarding the continuing labor negotiations for the Non-Supervisory Sheriff Deputies and health insurance premiums. Discussion with Human Resources on the labor negotiations tomorrow and procedure to follow. Attend meeting with Non-supervisory Sheriff Deputies for continuing labor negotiations. Discussion with Brent Miller regarding the labor mediation with Wisconsin Employment Relations Commission and a designation of a mediator for the Non-Supervisory Sheriff Deputies Contract which negotiations are at impasse. Research on union certification and motions to dismiss a prohibited practice complaint filed by the Non-Supervisory Sheriff Deputies. Draft the motion to dismiss the Correction Officers Prohibited Practice Complaint. Discussion with Todd VanDenHuevel regarding the Correction Officers and the Prohibited Practice Complaint. Discussion with Todd VanDenHuevel regarding the 2011-2012 Correction Officers labor agreement and the reclassification of them to general municipal employee

status. Continue working on the Motion to Dismiss for the Correction Officers' Prohibited Practice Complaint. Continue research and work on the Motion to Dismiss for the Correctional Officers' Prohibited Practice Complaint.

MUSEUM: Discussion with Beth Lemke, Neville Museum Director, regarding Concealed Carry law, signage and immunity for the government entity.

OPEN RECORDS: Draft a response letter to Construction Business Group regarding their open records request for the documents on the Asphalt Plant. Discuss with Public Works department as to the location costs and how to justify the charges. Review documents sent from Public Works for the Asphalt Plant open records request from Construction Business Group concerning requests number 1, 2, 3, 10, 11 and 12. Inquire of Public Works when the remainder of the Open Records Request regarding the Asphalt Plant will be forthcoming. Review and respond to inquiry received by the Register of Deeds Office for an open records request on foreclosed properties for the last two years. Continue review of documents from Public Works on the Asphalt Plant request from Construction Business Group. Review another batch of documents (295pages) from Public Works on the Asphalt Plant request from Construction Business Group.

PORT AND RESOURCE RECOVERY: Meeting in Outagamie County with Outagamie and Winnebago regarding the Fox River Fiber Sludge Hauling Agreement. Research issues that are anticipated for the meeting with Winnebago and Outagamie County. Review the documents sent by Dean Haen regarding the Memorandum of Understanding between the BOW Counties (Brown, Outagamie and Winnebago) for a compactor in Winnebago County to curb costs of hauling for the BOW.

PUBLIC WORKS: Review the policy sent from Paul Van Noie to the Internal Auditor for the Public Works Projects and send comments to Internal Auditor as to the Policy. Received an inquiry from the City of DePere's Attorney Judy Schmidt-Lehmen regarding the County's requirement that the City of DePere guarantee pavement repair on CTH G prior to the issuance to a private resident of a permit for the replacement of their sanitary sewer lateral. Review email from Paul Fontecchio regarding the permitting for the private resident and forward the reply to City of DePere's Attorney, Judy Schmidt-Lehmen, in response to her inquiry.

PUBLIC SAFETY COMMUNICATIONS: Respond to inquiry from Public Safety as to why certain phrases were struck under the Motorola contract for services.

REGISTER OF DEEDS: Research issue dealing with the restriction of businesses contracting with the County from making copies of noncertified documents from the Register of Deeds office. Meeting with Cathy Williquette and Debbie Gore regarding the request from an attorney to change the County contract to allow for noncertified documents to be copied.

RISK MANAGEMENT: Discussion with Risk Manager, Barb West, regarding the BMC software contract and strikeouts in the agreement. Discussion with Barb West on the Eight Street Community Gardens agreement. Discussion with Barb West on the Aramark agreement for food service at Brown County Jail. Discussed with Risk Manager, Barb

West, on ADRC's relationship with the County and their need to follow state statutes for bidding purposes. Discussion with Risk Manager on the claims filed by Erica Falk against Brown County and the Insurance Company not handling this matter.

SHERIFF'S DEPARTMENT: Discussion with Chief Deputy Todd Delain regarding the open records request of an attorney on one of the sheriff deputies. Review Notice of Sheriff Sale for Rough Waters property. Review Notice of Sheriff Sale for Juan R. Saldana property. Review letter on Van Lanen open records request and make comments to Captain Deneys as to responses to the records requester. Review documents for Emergency Motion to Adjourn Sheriff's Sale and Order regarding the Theodore A. Miller v. Rough Water, LLC et al, Brown County Case No. 14 CV 493. Review Judge Hammer's response to the request of Attorney Anderson for an order staying the Sheriff's Sale on the Rough Waters property. Review the letter to Judge Kelley requesting relief from the Sheriff's Sale. Discussion with Barb Jonet, Civil Process Clerk at the Sheriff's Department as to the Rough Waters Property and the Sheriff's Sale issues. Review the stay on the Confirmation of Sale put in place by Judge Kelley regarding the Rough Waters Property. Review the IS 10 policy dealing with sensitive information and discuss with Captain Keith Deneys as to issues he has in filling open records requests.

TECHNOLOGY SERVICES: Review the information sent from Technology Services on the new Steering Committee and Working Team for Technology Services. Discussion with Technology Services as to problems with computer and error messages popping up on the screen while working. Work with Eric Bohn with Technology Services to correct the error messages popping up on the computer.

LITIGATION UPDATE:

FORECLOSURES: Review foreclosure notice on John Leonard Raymaker and draft answer and request for surplus funds.

SMALL CLAIMS: Review 30 library small claims and 4 parks small claims and sign summons and complaint for the same. Review claim filed by Erica Falk alleging she did not want services from CTC and now wants money for services she did receive. Do research on the Erica Falk matter, which claim was filed by Ms. Falk in small claims court against the County for payment which Medical Assistance did not pay for the client. Preparation for court hearing drafting arguments to dismiss Ms. Erica Falk's claim. Attend the Falk court hearing requesting the matter be dismissed on procedural grounds as the complaint was filed prematurely, as Ms. Falk did not follow the Notice of Claims statutory requirements when serving a government entity. Court granted the Motion to Dismiss the Falk matter.

DEPUTY CORPORATION COUNSEL:

COUNTY TREASURER'S OFFICE (In Rem Foreclosures for 2015): Review of law governing the razing of property subject to foreclosure by In Rem proceedings in preparation of meeting with County Treasurer, Paul Zeller, Deputy County Treasurer, Mary Reinhard, appointed Guardian ad Litem, Dennis Duffy and a representative of the

City of Green Bay; Review the In Rem Foreclosure process under Wis. Stat., s. 75.521 in preparation of going over the same with County Treasurer, Paul Zeller, during said meeting; Attendance at said meeting.

COUNTY TREASURER'S OFFICE (In Rem Foreclosures for 2014): Teleconference with Attorney Rick Nell regarding the County's foreclosure of property that his clients maintained an interest in as the previous owner's heirs; Research of the State Statutes and Brown County Code of Ordinances governing the County Treasurer's ability to vacate foreclosures upon satisfaction of taxes owed, absent the previous owner's request therefor, as well as the ability to give preference, following the County obtaining a Judgment of Foreclosure, to the heirs of a previous owner's property in the event the ability to vacate under said circumstances is unwarranted; Meeting with the County Treasurer and Deputy County Treasurer to discuss the same; Follow up teleconference with the County Treasurer regarding Attorney Rick Nell's response subsequent to our meeting.

COUNTY TREASURER'S OFFICE (Vacation of In Rem Foreclosure Judgment for 2014): Teleconference with Judge Atkinson's Judicial Assistant regarding execution of the pending Order to Vacate the Judgment of Foreclosure on a particular parcel of property upon redemption in full by the previous owner; Review of the executed Order upon receipt thereof; Email communication to Coldwell Homes representative, as well as the County Treasurer, forwarding copies of the same.

CHILD SUPPORT DEPARTMENT: Meeting with Child Support Director, Maria Lasecki, in regards to an employee's conduct following several administrative activities; Attention email from Ms. Lasecki in regards thereto.

LITIGATION (GetMOR): Communication to the Brown County Board of Supervisor's Office requesting the inclusion of a Closed Session on the upcoming Administration Committee's Meeting Agenda for purposes of discussing the pending GetMOR litigation; Provide said Office with the appropriate Agenda language for purposes of the same; Prepare for upcoming Scheduling Conference set by the Court to calendar certain dates pertinent to the GetMOR litigation; Attend said Scheduling Conference; Assess pros and cons of litigating before a jury, as opposed to a judge, following GetMOR's decision not to exercise its right to a jury during the aforementioned Scheduling Conference; Draft letter to the Court notifying it of the County's decision to also forego said jury trial; Attend Administration Committee Meeting to give an update on the GetMOR litigation in closed session. [For the Month of December]:

Prepare for going into closed session at the December meeting of the Brown County Board of Supervisors to provide an update on the GetMOR litigation; Attend said meeting for purposes of the same.

HUMAN SERVICES/HUMAN RESOURCES (Employee Grievance): Numerous communications to and from Barb West following her participation in the first step of the Grievance filed by a former employee of the Department of Human Services; Review of Barb West's proposed letter to the Grievant, as well as the Grievant's Attorney, T.J. Parins, upholding the decision of administration to terminate the Grievant's employment

with Brown County; Attention to Notice of Request for an Impartial Hearing sent by Attorney T.J. Parins in response to Brown County's decision to uphold the Grievant's termination; Review of Chapter 4 of the Brown County Code of Ordinances governing the County's Grievance process in anticipation of meeting with Interim Human Resources Manager, Todd VanDenHeuvel, to discuss the same; Meeting with Interim Human Resources Manager, Todd VanDenHeuvel.

HUMAN SERVICES: Attention to email from Molly Hillman regarding a request from Assisted Living by Hillcrest to meet for purposes of reviewing the County's reimbursement and placement process; Email to and from Human Services Director, Jeremy Kral, regarding my thoughts in response thereto; Attention to follow up email from Mr. Kral regarding the scheduling of a possible meeting.

INTERNAL OFFICE MATTER: Discussion with Ronelle Mook regarding a subrogation issue raised by the Human Resources Department in response to an attorney's inquiry.

PLANNING AND LAND SERVICES: Review of numerous emails from a loan recipient under the Community Development Block Grant ("CDBG") Housing Program complaining about the services rendered thereunder and threatening litigation as a result thereof; Review of the State's, as well as the CDBG Housing Committee's, policies and procedures governing program disputes between contractors and program recipients for purposes of assessing the County's potential liability/exposure in the event of litigation; several meetings with Program Administrator, Aaron Schuette, regarding the same.

PARKS AND RECREATION: Teleconference with Matt Kriese in which he inquired into whether the Parks Department could handle the issuance of citations and collection of forfeitures/fees associated therewith internally; Preliminary research on the current process and whether alternative options exist so as to achieve the Parks Department's intended goal; Follow up conversation with Mr. Kriese regarding the same.

PORT & RESOURCE RECOVERY: Attend and participate in teleconference between Port and Resource Recovery and Counsel retained by the County for purposes of responding to the U.S. Army Corp. of Engineers' newly added contingencies for the closure of Renard Island to discuss their findings on the issue of obtaining a Lake Bed Grant versus a Chapter 32 permit.

PUBLIC SAFETY (Contract Review): Attention to Airadigm Communications' request to terminate its current contract with Brown County for antenna space on its Duck Creek Tower; Review of the governing provisions of said contract in anticipation of responding to said request; Email communication to Public Safety Director, Cullen Peltier, and John Lampkin regarding the County's rights under the governing contract and advising them on the manner in which to best respond.

PUBLIC WORKS/HIGHWAY DEPARTMENT: Attention to email communication from Paul Fontecchio inquiring into whether an Attorney General Opinion limited the amount that the Highway Department may include as administrative costs under contracts with Brown County municipalities for snow removal and maintenance; Teleconference with Mr. Fontecchio regarding the same and furtherance thereof; Research on whether and to

what extent the Highway Department may include administrative fees in its contracts with municipalities for snow removal and maintenance; Draft and send in-depth email response, with analysis, to Mr. Fontecchio subsequent to said research.

PUBLIC WORKS/HIGHWAY DEPARTMENT: Attention to letter from Attorney Ryan Krumrie proposing, as a last ditch attempt before filing an Appeal under Chapter 32 of the Wisconsin Condemnation Provisions, a settlement on the issue of the amount of just compensation awarded his clients for the County's partial taking of their property in relation to the GV Project; Draft email to Highway Commissioner, Paul Van Noie, and Paul Fontecchio regarding the same; Email to Attorney Krumrie acknowledging the County's receipt of said letter.

SHERIFF'S DEPARTMENT: Preparation in anticipation of meeting with Lt. Cuny to discuss the drafting of a communication policy for the Sheriff's Department's transport unit and jail security officers per previous request and discussion with Deputy Darryn Davidson; Attend said meeting; Email communication to and from Deputy Davidson subsequent thereto.

SHERIFF'S DEPARTMENT: Research on the rights of the Third Party Administrator for the Brown County Jail's medical services under an open records request for information deemed confidential pursuant to the County's contract therewith; Review of said contract in furtherance thereof; In-depth email correspondence to said Third Party Administrator notifying it of the County's decision to release documents in response to the open records request, notwithstanding their designation as confidential under the contract, and its reasons therefor; Attention to email from the Third Party Administrator in response thereto.

VETERANS DEPARTMENT (contract review): Review of and revision to the proposed Affiliation Agreement from the University of Wisconsin – Green Bay for the acceptance of UWGB students as interns for the Brown County Veteran's Court; Communication to and from Attorney Christopher Paquet regarding the same.

GUARDIANSHIPS/PROTECTIVE PLACEMENTS:

Register in Probate Office:

- Pre-trials / new Guardianship or Protective Placement cases (Ch. 54/55): 6
- Pre-trials / Annual Reviews of Protective Placements (WATTs hearings / Ch. 55): 4
- Temporary Guardianship hearings (Ch. 54): 3
- Scheduling Conferences for contested cases (Ch. 54/55): 8
- Pre-trials / Extension of Civil Mental Health Commitments (Ch. 51): 6

Judicial Hearings / Court Commissioners:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 3
- Brown County Settlement Agreements (Ch. 51): 7

- Door, Oconto and Marinette Probable Cause hearings (Ch. 51): 1
- Door, Oconto and Marinette Settlement Agreements (Ch. 51): 1

Judicial Hearings / Judge Walsh and Judge Zakowski:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 3
- Brown County Settlement Agreements (Ch. 51): 6
- Door, Oconto and Marinette – Probable Cause hearings (Ch. 51): 1
- Door, Oconto and Marinette – Settlement Agreements (Ch. 51): 2
- Final Civil Mental Health hearings (Ch. 51): 3
- Civil Mental Health Extension Hearings (Ch. 51): 9
- Civil Mental Health Extension Hearing stipulations (Ch. 51): 4
- Annual Protective Placement Review hearings (Ch. 55): 2
- Guardianship hearings (Ch. 54): 8
- Protective Placement hearings (Ch. 55): 2
- Status hearings regarding resignation and closure of a Corporate Guardianship entity: 23
- Petition to Terminate Adult Guardianship hearing: 1
- Emergency Protective Placement Petition and Temporary Guardianship (Ch. 54/55): 1

Other Work:

- Preparation and review for all hearings, read expert reports, social worker reports, prepare oral arguments, arrange witness testimony
- Phone calls and e-mails with calls with public defenders and other attorneys
- Phone calls and e-mails with medical doctors, psychiatrists, or psychologists
- Case review with Brown County in-patient social workers and doctors at Nicolet on discharges without court (Ch. 51)
- In person meetings with social workers
- Phone calls with social workers and other employees
- Phone calls with witnesses and public
- Read and respond to e-mails regarding cases, witnesses or other legal analysis
- Adult Protective Services case meetings

CHILDREN IN NEED OF PROTECTIVE SERVICES (CHIPS):

- Pretrial Conferences: 6
- 1:45 Emergency Hearing with Court Commissioner: 13
- Plea/Disposition Hearings: 26
- Status Hearings: 3
- Extension/Permanency Plan Review Hearings: 10
- Contested Motion Hearing: 6
- Appointment with Social Workers: 11
- Discovery Requests filled: 31
- Calls from Social Workers: 428
- Calls with the Court: 56
- Calls with outside Attorneys: 33
- Calls with Witnesses: 13

Monthly Childhood Advocacy Center Case Review Meeting: 1
Case Review
Guardianship Hearings: 11
HIPAA Meeting : 1
Settlement Meeting: 2
Childhood Advocacy Center Advisory Board Meeting: 1
Child in Need of Protection or Services Fact Finding Trial: 1
Child in Need of Protection or Services Fact Finding Trial Prep
Child Protective Services Supervisors Meeting: 1
Petitions Filed: 11
Mental Health Center Court: 1 day
TPR Hearings: 1
Adult Protective Services Hearing: 1
Substantiation Appeal Hearing (Contested): 1

TERMINATION OF PARENTAL RIGHTS (TPR):

File Review
Cross Training
Calls to/from BCHS 1
Meeting with Social Workers: 9
Email to Clerks Office: 1
Email to/from BCHS: 9
Meeting w/ Defense Counsel/Guardian Ad Litem: 2
Phone calls w/ Defense Counsel: 2
Fill Discovery Requests: 2
Hearing on Petition: 2
Permanency Plan Review: 2

Guardianship (Ch. 48)

Hearings: 2
Cross Training
Permanency Plan Review: 1
Meet w/ Social Workers 3
Petition's Prepared 1

Guardianship (Ch. 54)

Scheduling Conference: 2
Pre-Trials: 2
Cross Training

Child in Need of Protection or Services

Plea/Dispositional Hearing: 3
Permanency Plan Review: 6
Pre-Trial Conference: 1
Temporary Custody Hearing: 3
Phone Conference with Social Workers: 2
Cross Training

Petition's Prepared: 1

Petition Hearing: 1

Mental Health (Ch. 51)

Hearings: 5

Meetings with Social Workers: 1

Cross Training

New Employee Orientation

Brown County Clerk Budget Status Report

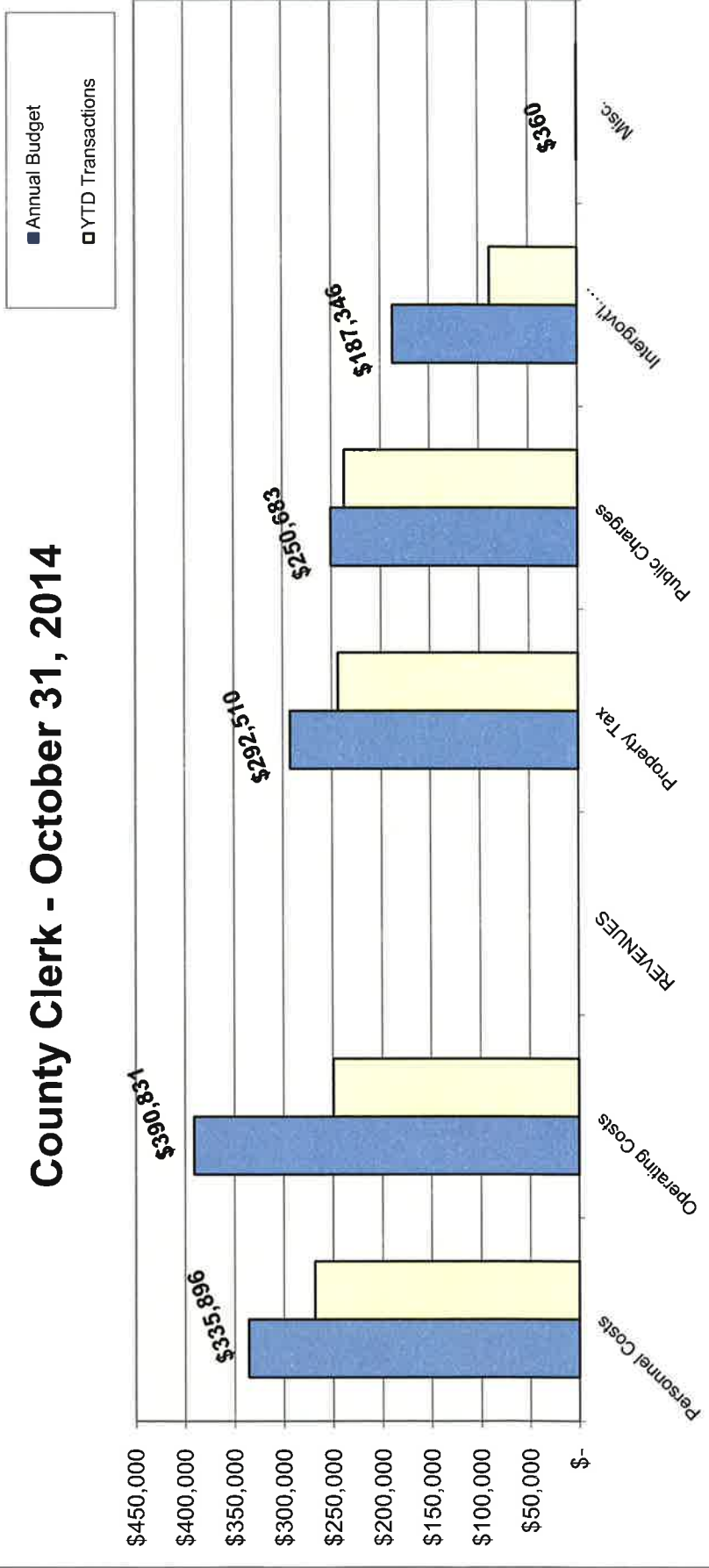
HIGHLIGHTS - January-October Percent of Fiscal Year (83%)

Expenditures: All Expenditures are meeting budget targets.

Revenues: Revenues are consistent with the 2014 Budget. Public Charges are high due to high Passport Sales. Intergovernmental charges are low because receipts from fall elections are outstanding. In addition, \$20,000 reduction in election maintenance expenses and \$20,000 reduction in Intergovernmental revenue offset each other.

October 31, 2014	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Costs	\$ 335,896	\$ 268,819	80%
Operating Costs	\$ 390,831	\$ 249,613	64%
REVENUES			
Property Tax	\$ 292,510	\$ 243,758	83%
Public Charges	\$ 250,683	\$ 237,063	95%
Intergov't'l. Charge for Serv.	\$ 187,346	\$ 88,408	47%
Misc.	\$ 360	\$ 289	80%

County Clerk - October 31, 2014





County Clerk

Date Range 01/01/14 - 10/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
REVENUE											
Department 019 - County Clerk											
Property taxes											
4100	General property taxes	292,510.00	.00	292,510.00	24,375.84	.00	243,758.40	48,751.60	83%	83	.00
	<i>Property taxes Totals</i>	<i>\$292,510.00</i>	<i>\$0.00</i>	<i>\$292,510.00</i>	<i>\$24,375.84</i>	<i>\$0.00</i>	<i>\$243,758.40</i>	<i>\$48,751.60</i>	<i>83%</i>		<i>\$0.00</i>
Intergov Revenue											
4700	Intergov charges	187,346.00	.00	187,346.00	.00	.00	88,408.39	98,937.61	47%	47	.00
	<i>Intergov Revenue Totals</i>	<i>\$187,346.00</i>	<i>\$0.00</i>	<i>\$187,346.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$88,408.39</i>	<i>\$98,937.61</i>	<i>47%</i>		<i>\$0.00</i>
Public Charges											
4400.194	Permits Work permit	2,925.00	.00	2,925.00	185.00	.00	2,970.00	(45.00)	102	102	.00
4400.195	Permits Alarm permits	21,875.00	.00	21,875.00	140.00	.00	23,795.00	(1,920.00)	109	109	.00
4401.192	Licenses Marriage License	112,650.00	.00	112,650.00	10,885.00	.00	109,955.00	2,695.00	98	98	.00
4401.194	Licenses Dog	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	0	.00
4600.190	Charges and fees Passport	107,643.00	.00	107,643.00	8,233.09	.00	98,745.38	8,897.62	92	92	.00
4601.012	Sales Copy machine use	425.00	.00	425.00	30.00	.00	1,166.25	(741.25)	274	274	.00
4601.196	Sales Directory	500.00	.00	500.00	4.74	.00	396.23	103.77	79	79	.00
4609	Miscellaneous public charges	165.00	.00	165.00	.00	.00	35.00	130.00	21	21	.00
	<i>Public Charges Totals</i>	<i>\$250,683.00</i>	<i>\$0.00</i>	<i>\$250,683.00</i>	<i>\$19,477.83</i>	<i>\$0.00</i>	<i>\$237,062.86</i>	<i>\$13,620.14</i>	<i>95%</i>		<i>\$0.00</i>
Miscellaneous Revenue											
4900	Miscellaneous	360.00	.00	360.00	3.00	.00	289.00	71.00	80	80	.00
	<i>Miscellaneous Revenue Totals</i>	<i>\$360.00</i>	<i>\$0.00</i>	<i>\$360.00</i>	<i>\$3.00</i>	<i>\$0.00</i>	<i>\$289.00</i>	<i>\$71.00</i>	<i>80%</i>		<i>\$0.00</i>
Department 019 - County Clerk											
	<i>Miscellaneous Revenue Totals</i>	<i>\$730,899.00</i>	<i>\$0.00</i>	<i>\$730,899.00</i>	<i>\$43,856.67</i>	<i>\$0.00</i>	<i>\$569,518.65</i>	<i>\$161,380.35</i>	<i>78%</i>		<i>\$0.00</i>
	REVENUE TOTALS	\$730,899.00	\$0.00	\$730,899.00	\$43,856.67	\$0.00	\$569,518.65	\$161,380.35	78%		\$0.00
EXPENSE											
Department 019 - County Clerk											
Personnel Costs											
5100	Regular earnings	248,392.00	.00	248,392.00	17,541.08	.00	189,882.54	58,509.46	76	76	.00
5100.998	Regular earnings Budget only	3,394.00	.00	3,394.00	.00	.00	.00	3,394.00	0	0	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	987.84	.00	6,368.38	(6,368.38)	+++	+++	.00
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	.00	1,785.71	(1,785.71)	+++	+++	.00
5102.300	Paid leave earnings Casual	.00	.00	.00	162.97	.00	322.95	(322.95)	+++	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	2,627.56	(2,627.56)	+++	+++	.00
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	196.12	.00	196.12	(196.12)	+++	+++	.00
5103.000	Premium Overtime	4,027.00	.00	4,027.00	15.14	.00	1,547.28	2,479.72	38	38	.00
5110.100	Fringe benefits FICA	18,552.00	.00	18,552.00	1,397.93	.00	15,038.19	3,513.81	81	81	.00
5110.110	Fringe benefits Unemployment compensation	947.00	.00	947.00	68.53	.00	728.94	218.06	77	77	.00
5110.200	Fringe benefits Health Insurance	39,808.00	.00	39,808.00	2,587.36	.00	30,428.80	9,379.20	76	76	.00
5110.210	Fringe benefits Dental Insurance	3,256.00	.00	3,256.00	206.80	.00	2,454.88	801.12	75	75	.00
5110.220	Fringe benefits Life Insurance	205.00	.00	205.00	50.66	.00	443.16	(238.16)	216	216	.00
5110.230	Fringe benefits LT disability insurance	615.00	.00	615.00	75.94	.00	759.40	(144.40)	123	123	.00



County Clerk

Date Range 01/01/14 - 10/31/14

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
EXPENSE											
Department 019 - County Clerk											
Personnel Costs											
5110.235	Fringe benefits Disability insurance	1,711.00	.00	1,711.00	142.58	.00	1,425.80	285.20	83	.00	.00
5110.240	Fringe benefits Workers compensation insurance	272.00	.00	272.00	22.66	.00	226.60	45.40	83	.00	.00
5110.300	Fringe benefits Retirement	18,111.00	.00	18,111.00	1,363.00	.00	14,582.59	3,528.41	81	.00	.00
5198	Fringe benefits - Budget only	778.00	.00	778.00	.00	.00	.00	778.00	0	.00	.00
Personnel Costs Totals		\$340,068.00	\$0.00	\$340,068.00	\$24,818.61	\$0.00	\$268,818.90	\$71,249.10	79%		\$0.00
Operating Expenses											
5300.001	Supplies Office	12,050.00	13,428.00	25,478.00	372.45	.00	21,280.95	4,197.05	84	.00	.00
5300.004	Supplies Postage	8,875.00	.00	8,875.00	387.13	.00	7,630.97	1,244.03	86	.00	.00
5304	Printing	7,600.00	.00	7,600.00	.00	.00	350.61	7,249.39	5	.00	.00
5304.100	Printing Forms	38,900.00	.00	38,900.00	.00	.00	34,512.03	4,387.97	89	.00	.00
5305	Dues and memberships	100.00	.00	100.00	.00	.00	145.00	(45.00)	145	.00	.00
5306.100	Maintenance agreement Software	13,944.00	.00	13,944.00	1,058.40	.00	10,584.00	3,360.00	76	.00	.00
5307.100	Repairs and maintenance Equipment	21,142.00	(13,428.00)	7,714.00	.00	.00	.00	7,714.00	0	.00	.00
5310	Advertising and public notice	117,344.00	.00	117,344.00	3,155.96	.00	25,016.06	92,327.94	21	.00	.00
5330	Books, periodicals, subscription	963.00	.00	963.00	.00	.00	536.96	426.04	56	.00	.00
5340	Travel and training	4,525.00	.00	4,525.00	17.56	.00	2,690.61	1,834.39	59	.00	.00
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	5,355.00	.00	100	.00	.00
5410.400	Insurance Bond	88.00	.00	88.00	.00	.00	81.25	6.75	92	.00	.00
5600	Indirect cost	77,261.00	.00	77,261.00	6,438.42	.00	64,384.20	12,876.80	83	.00	.00
5601.100	Intra-county expense Technology services	35,366.00	.00	35,366.00	2,277.25	.00	25,140.91	10,225.09	71	.00	.00
5601.200	Intra-county expense Insurance	1,751.00	.00	1,751.00	145.92	.00	1,459.20	291.80	83	.00	.00
5601.400	Intra-county expense Copy center	14,500.00	.00	14,500.00	2,364.11	.00	24,556.12	(10,056.12)	169	.00	.00
5601.450	Intra-county expense Departmental copiers	767.00	.00	767.00	63.92	.00	639.20	127.80	83	.00	.00
9003	Transfer out	30,300.00	.00	30,300.00	2,525.00	.00	25,250.00	5,050.00	83	.00	.00
Operating Expenses Totals		\$390,831.00	\$0.00	\$390,831.00	\$18,806.12	\$0.00	\$249,613.07	\$141,217.93	64%		\$0.00
Department 019 - County Clerk											
Totals		\$730,899.00	\$0.00	\$730,899.00	\$43,624.73	\$0.00	\$518,431.97	\$212,467.03	71%		\$0.00
EXPENSE TOTALS											
Fund 100 - GF Totals											
REVENUE TOTALS		730,899.00	.00	730,899.00	43,856.67	.00	569,518.65	161,380.35	78	.00	.00
EXPENSE TOTALS		730,899.00	.00	730,899.00	43,624.73	.00	518,431.97	212,467.03	71	.00	.00
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	\$231.94	\$0.00	\$51,086.68	(\$51,086.68)			\$0.00
Fund 802 - Dog License											
REVENUE											
Public Charges											
4401	Licenses	31,126.00	.00	31,126.00	.00	.00	.00	31,126.00	0	.00	.00
Public Charges Totals		\$31,126.00	\$0.00	\$31,126.00	\$0.00	\$0.00	\$0.00	\$31,126.00	0%		\$0.00

7



County Clerk

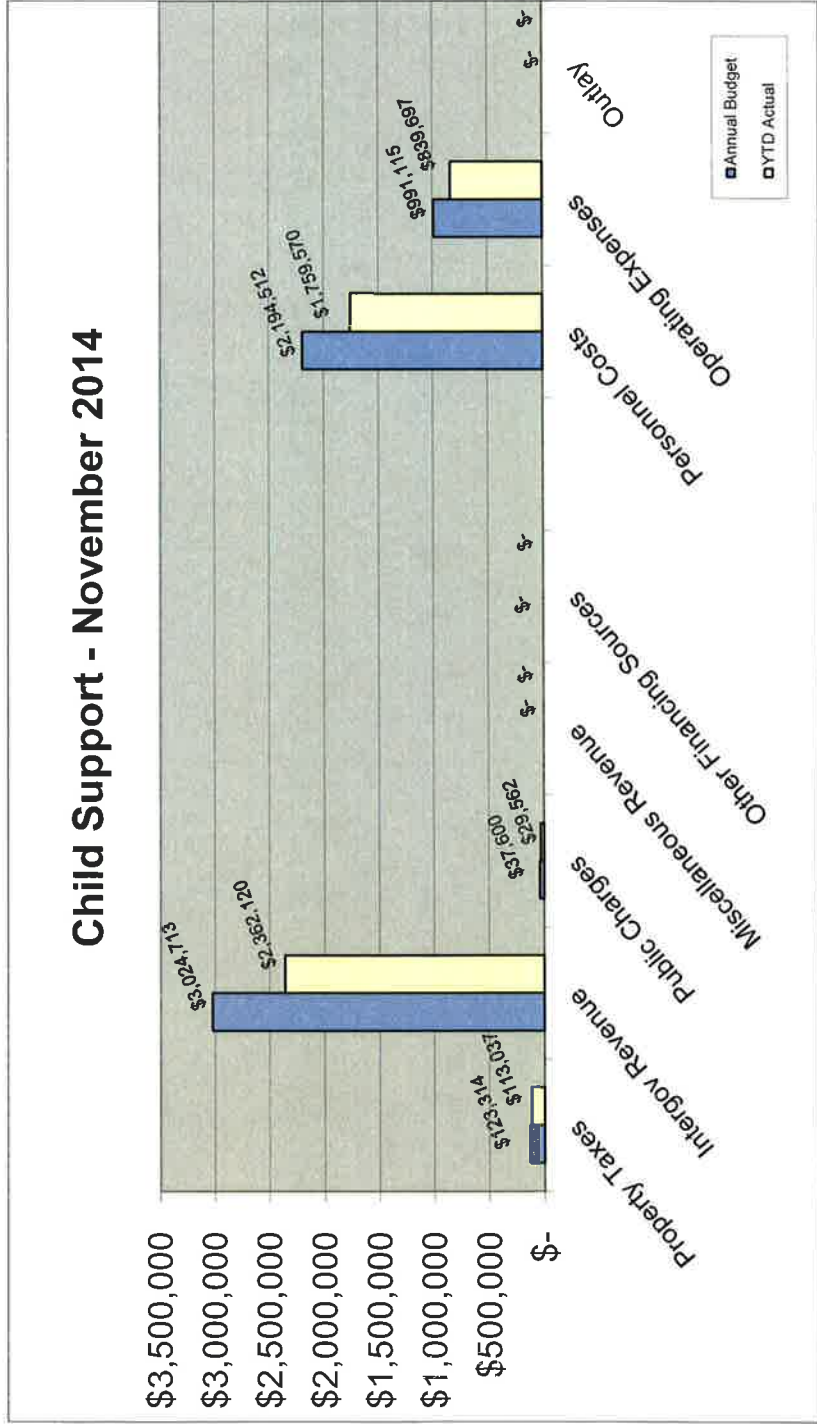
Date Range 01/01/14 - 10/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 802 - Dog License										
	REVENUE TOTALS	\$31,126.00	\$0.00	\$31,126.00	\$0.00	\$0.00	\$0.00	\$31,126.00	0%	\$0.00
	EXPENSE									
	Operating Expenses									
5300	Supplies	600.00	.00	600.00	.00	.00	668.64	(68.64)	111	.00
5300.004	Supplies Postage	100.00	.00	100.00	9.56	.00	19.53	80.47	20	.00
5310	Advertising and public notice	4,026.00	.00	4,026.00	.00	.00	915.26	3,110.74	23	.00
5330	Books, periodicals, subscription	.00	.00	.00	.00	.00	197.62	(197.62)	+++	.00
5885	Payments to districts	26,400.00	.00	26,400.00	.00	.00	.00	26,400.00	0	.00
	Operating Expenses Totals	\$31,126.00	\$0.00	\$31,126.00	\$9.56	\$0.00	\$1,801.05	\$29,324.95	6%	\$0.00
	EXPENSE TOTALS	\$31,126.00	\$0.00	\$31,126.00	\$9.56	\$0.00	\$1,801.05	\$29,324.95	6%	\$0.00
Fund 802 - Dog License Totals										
	REVENUE TOTALS	31,126.00	.00	31,126.00	.00	.00	.00	31,126.00	0	.00
	EXPENSE TOTALS	31,126.00	.00	31,126.00	9.56	.00	1,801.05	29,324.95	6	.00
Fund 802 - Dog License Totals		\$0.00	\$0.00	\$0.00	(\$9.56)	\$0.00	(\$1,801.05)	\$1,801.05		\$0.00
Grand Totals										
	REVENUE TOTALS	762,025.00	.00	762,025.00	43,856.67	.00	569,518.65	192,506.35	75	.00
	EXPENSE TOTALS	762,025.00	.00	762,025.00	43,634.29	.00	520,233.02	241,791.98	68	.00
Grand Totals		\$0.00	\$0.00	\$0.00	\$222.38	\$0.00	\$49,285.63	(\$49,285.63)		\$0.00

Child Support
Budget Status Report (Unaudited)
11/30/14

Comments:			
Revenue and expenses: Within budget range; no concerns with regard to either. Property tax revenue trending higher as annually budgeted amount was underestimated at budget time due to delay in the release of revenue numbers from the state.			

	Annual Budget	YTD Actual	Percentage	Comments:
Property Taxes	\$ 123,314	\$ 113,037	91.7%	
Intergov Revenue	\$ 3,024,713	\$ 2,362,120	78.1%	
Public Charges	\$ 37,600	\$ 29,562	78.6%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 2,194,512	\$ 1,759,570	80.2%	
Operating Expenses	\$ 991,115	\$ 839,697	84.7%	
Outlay	\$ -	\$ -	#DIV/0!	



8



Brown County Child Support-Nov 2014

Fiscal Year to Date 11/30/14

Include Rollup Account and Rollup to Account

Account	Account Description	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 210 - Child Support											
REVENUE											
Department 017 - Child Support											
Division 001 - General											
4100	General property taxes		123,314.00	.00	123,314.00	10,276.17	.00	113,037.87	10,276.13	92	355,722.00
4301	Federal grant revenue		267,027.00	(267,027.00)	.00	.00	.00	.00	.00	+++	.00
State grant and aid revenue											
4302	State grant and aid revenue		1,687,658.00	.00	1,687,658.00	153,848.90	.00	1,252,579.26	435,078.74	74	1,191,278.12
4302.003	State grant and aid revenue Incentives		507,682.00	.00	507,682.00	.00	.00	613,645.00	(105,963.00)	121	646,954.00
4302.004	State grant and aid revenue GPR		562,346.00	.00	562,346.00	.00	.00	323,562.00	238,784.00	58	223,500.00
4302.007	State grant and aid revenue SPSK		.00	267,027.00	267,027.00	.00	.00	172,334.28	94,692.72	65	61,251.05
4302 - State grant and aid revenue Totals			\$2,757,686.00	\$267,027.00	\$3,024,713.00	\$153,848.90	\$0.00	\$2,362,120.54	\$662,592.46	78%	\$2,122,983.17
Charges and fees											
4600	Charges and fees Genetic test		22,000.00	.00	22,000.00	1,526.30	.00	18,515.39	3,484.61	84	19,676.07
4600.601	Charges and fees Vital Statistics		500.00	.00	500.00	2.31	.00	315.24	184.76	63	543.34
4600.603	Charges and fees Paper Service		11,000.00	.00	11,000.00	1,026.24	.00	6,881.75	4,118.25	63	8,528.32
4600.604	Charges and fees Non IV-D service		4,000.00	.00	4,000.00	245.00	.00	3,850.00	150.00	96	3,445.00
4600 - Charges and fees Totals			\$37,500.00	\$0.00	\$37,500.00	\$2,799.85	\$0.00	\$29,562.38	\$7,937.62	79%	\$32,192.73
Sales											
4601	Sales Copy machine use		100.00	.00	100.00	19.75	.00	394.50	(294.50)	394	371.15
4601 - Sales Totals			\$100.00	\$0.00	\$100.00	\$19.75	\$0.00	\$394.50	(\$294.50)	394%	\$371.15
4900	Miscellaneous		.00	.00	.00	.00	.00	.00	.00	+++	48.46
9002	Transfer in		.00	.00	.00	.00	.00	.00	.00	+++	5,365.82
001 - General Totals			\$3,185,627.00	\$0.00	\$3,185,627.00	\$166,944.67	\$0.00	\$2,505,115.29	\$680,511.71	79%	\$2,516,683.33
017 - Child Support Totals			\$3,185,627.00	\$0.00	\$3,185,627.00	\$166,944.67	\$0.00	\$2,505,115.29	\$680,511.71	79%	\$2,516,683.33
REVENUE TOTALS			\$3,185,627.00	\$0.00	\$3,185,627.00	\$166,944.67	\$0.00	\$2,505,115.29	\$680,511.71	79%	\$2,516,683.33
EXPENSE											
Department 017 - Child Support											
Division 001 - General											
Regular earnings											
5100	Regular earnings		1,464,978.00	.00	1,464,978.00	103,601.24	.00	1,038,969.34	426,008.66	71	918,379.35
5100.998	Regular earnings Budget only		(1,289.00)	.00	(1,289.00)	.00	.00	.00	(1,289.00)	0	.00
5100 - Regular earnings Totals			\$1,463,689.00	\$0.00	\$1,463,689.00	\$103,601.24	\$0.00	\$1,038,969.34	\$424,719.66	71%	\$918,379.35
5102 - Paid leave earnings											



Brown County Child Support-Nov 2014

Fiscal Year to Date 11/30/14

Include Rollup Account and Rollup to Account

5102.100	Paid leave earnings Paid Leave	.00	.00	.00	4,647.67	.00	99,268.31	(99,268.31)	+++	109,518.80
5102.200	Paid leave earnings Personal	.00	.00	.00	903.49	.00	15,118.20	(15,118.20)	+++	16,576.59
5102.300	Paid leave earnings Casual	.00	.00	.00	718.95	.00	11,875.06	(11,875.06)	+++	20,676.74
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	19,961.12	(19,961.12)	+++	32,997.96
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	173.04	.00	3,045.56	(3,045.56)	+++	1,757.29
	5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$6,443.15	\$0.00	\$149,268.25	(\$149,268.25)	+++	\$181,527.38
5103	Premium									
5103.000	Premium Overtime	.00	.00	.00	(.01)	.00	1,785.98	(1,785.98)	+++	404.80
5103.100	Premium Comp time	.00	.00	.00	129.59	.00	1,868.76	(1,868.76)	+++	11,344.03
	5103 - Premium Totals	\$0.00	\$0.00	\$0.00	\$129.58	\$0.00	\$3,654.74	(\$3,654.74)	+++	\$11,748.83
5109	Salaries reimbursement									
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(11,306.38)	11,306.38	+++	(15,575.18)
	5109 - Salaries reimbursement Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$11,306.38)	\$11,306.38	+++	(\$15,575.18)
5110	Fringe benefits									
5110.100	Fringe benefits FICA	107,677.00	.00	.00	7,843.56	.00	84,535.07	23,141.93	79	78,842.58
5110.110	Fringe benefits Unemployment compensation	5,494.00	.00	.00	384.16	.00	4,093.89	1,400.11	75	4,296.59
5110.200	Fringe benefits Health Insurance	457,989.00	.00	.00	30,762.27	.00	362,959.99	95,029.01	79	329,087.24
5110.210	Fringe benefits Dental Insurance	37,971.00	.00	.00	2,504.89	.00	29,791.01	8,179.99	78	26,472.32
5110.220	Fringe benefits Life Insurance	3,255.00	.00	.00	132.56	.00	1,404.53	1,850.47	43	1,675.84
5110.230	Fringe benefits LT disability insurance	5,225.00	.00	.00	383.25	.00	4,149.76	1,075.24	79	3,980.87
5110.235	Fringe benefits Disability insurance	8,862.00	.00	.00	738.47	.00	8,123.17	738.83	92	16,242.00
5110.240	Fringe benefits Workers compensation insurance	1,605.00	.00	.00	133.75	.00	1,471.25	133.75	92	249.00
5110.300	Fringe benefits Retirement	102,542.00	.00	.00	7,712.24	.00	82,456.87	20,085.13	80	72,634.82
	5110 - Fringe benefits Totals	\$730,620.00	\$0.00	\$0.00	\$50,595.15	\$0.00	\$578,985.54	\$151,634.46	79%	\$533,481.26
5198	Fringe benefits - Budget only	203.00	.00	.00	.00	.00	.00	203.00	0	.00
5300	Supplies									
5300	Supplies	.00	.00	.00	534.30	.00	4,960.43	(4,960.43)	+++	.00
5300.001	Supplies Office	15,000.00	.00	.00	927.30	.00	12,656.08	2,343.92	84	13,933.02
5300.004	Supplies Postage	27,000.00	.00	.00	2,132.27	.00	27,437.78	(437.78)	102	25,797.33
	5300 - Supplies Totals	\$42,000.00	\$0.00	\$0.00	\$3,593.87	\$0.00	\$45,054.29	(\$3,054.29)	107%	\$39,730.35
5303	Copy expense	.00	.00	.00	.00	.00	9.00	(9.00)	+++	.00
5305	Dues and memberships	2,270.00	.00	.00	.00	.00	2,115.00	155.00	93	1,388.50
5306	Maintenance agreement									
5306.100	Maintenance agreement Software	6,714.00	.00	.00	.00	.00	3,110.50	3,603.50	46	2,397.00
	5306 - Maintenance agreement Totals	\$6,714.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,110.50	\$3,603.50	46%	\$2,397.00
5307	Repairs and maintenance									
5307.100	Repairs and maintenance Equipment	1,000.00	.00	.00	.00	.00	920.00	80.00	92	1,454.91



Brown County Child Support-Nov 2014

Fiscal Year to Date 11/30/14

Include Rollup Account and Rollup to Account

5307 - Repairs and maintenance										
	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$920.00	\$80.00	92%		\$1,454.91
5330 Books, periodicals, subscription	600.00	.00	600.00	.00	.00	558.52	41.48	93		468.99
5340 Travel and training	7,535.00	.00	7,535.00	.00	.00	5,235.07	2,299.93	69		2,635.90
5395 Equipment - nonoutlay	.00	.00	.00	.00	.00	.00	.00	+++		3,121.14
5505 Telephone										
5505.100 Telephone cell	750.00	.00	750.00	.00	.00	.00	750.00	0		.00
5505 - Telephone										
	\$750.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%		\$0.00
5507 Other utilities	1,200.00	.00	1,200.00	.00	.00	1,200.00	.00	100		1,200.00
5600 Indirect cost	183,145.00	.00	183,145.00	.00	15,262.08	167,882.88	15,262.12	92		172,665.00
5601 Intra-county expense										
5601.100 Intra-county expense Technology services	125,327.00	.00	125,327.00	.00	8,484.90	97,024.14	28,302.86	77		121,444.19
5601.200 Intra-county expense Insurance	8,678.00	.00	8,678.00	.00	723.17	7,954.87	723.13	92		6,409.00
5601.300 Intra-county expense Other departmental	389,829.00	.00	389,829.00	.00	32,690.15	376,158.31	13,670.69	96		354,883.55
5601.400 Intra-county expense Copy center	2,000.00	.00	2,000.00	.00	113.88	781.52	1,218.48	39		654.58
5601.450 Intra-county expense Departmental copiers	2,455.00	.00	2,455.00	.00	204.58	2,250.38	204.62	92		2,338.00
5601 - Intra-county expense										
	\$528,289.00	\$0.00	\$528,289.00	\$42,216.68	\$0.00	\$484,169.22	\$44,119.78	92%		\$485,729.32
5700 Contracted services	153,284.00	.00	153,284.00	10,477.00	64,296.02	81,441.50	7,546.48	95		32,588.40
5708 Professional services	300.00	.00	300.00	.00	.00	.00	300.00	0		346.88
5710 Paper service - legal	35,028.00	.00	35,028.00	1,936.00	6,808.00	25,397.54	2,822.46	92		23,515.36
5716 Legal services										
5716.100 Legal services Chargebacks	500.00	.00	500.00	.00	.00	.00	500.00	0		.00
5716 - Legal services										
	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%		\$0.00
5762 Med exams/autopsies/genetic test	27,000.00	.00	27,000.00	1,529.25	.00	20,907.50	6,092.50	77		22,298.00
5784 Interpreter services	1,500.00	.00	1,500.00	140.00	.00	1,700.00	(200.00)	113		597.75
001 - General										
Division	\$3,185,627.00	\$0.00	\$3,185,627.00	\$235,924.00	\$71,104.02	\$2,599,272.51	\$515,250.47	84%		\$2,419,699.14
017 - Child Support										
Department	\$3,185,627.00	\$0.00	\$3,185,627.00	\$235,924.00	\$71,104.02	\$2,599,272.51	\$515,250.47	84%		\$2,419,699.14
EXPENSE TOTALS										
	\$3,185,627.00	\$0.00	\$3,185,627.00	\$235,924.00	\$71,104.02	\$2,599,272.51	\$515,250.47	84%		\$2,419,699.14
Fund 210 - Child Support										
Fund	3,185,627.00	.00	3,185,627.00	166,944.67	.00	2,505,115.29	680,511.71	79		2,516,683.33
REVENUE TOTALS										
	3,185,627.00	.00	3,185,627.00	235,924.00	71,104.02	2,599,272.51	515,250.47	84		2,419,699.14
EXPENSE TOTALS										
	\$0.00	\$0.00	\$0.00	(\$68,979.33)	(\$71,104.02)	(\$94,157.22)	\$165,261.24			\$96,984.19
Grand Totals										
REVENUE TOTALS										
	3,185,627.00	.00	3,185,627.00	166,944.67	.00	2,505,115.29	680,511.71	79		2,516,683.33
EXPENSE TOTALS										
	3,185,627.00	.00	3,185,627.00	235,924.00	71,104.02	2,599,272.51	515,250.47	84		2,419,699.14



Brown County Child Support-Nov 2014

Fiscal Year to Date 11/30/14

Include Rollup Account and Rollup to Account

Grand Totals	\$0.00	\$0.00	\$0.00	(\$68,979.33)	(\$71,104.02)	(\$94,157.22)	\$165,261.24	\$96,984.19
--------------	--------	--------	--------	---------------	---------------	---------------	--------------	-------------

8

Departmental Openings Summary

To: Administration Committee

From: Child Support Department

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
		NO OPEN POSITIONS		

Ex: Transfer, Wage, Working Conditions

ANNUAL REPORT
Brown County Child Support Agency



2014 CHILD SUPPORT AGENCY ANNUAL REPORT

GENERAL DEPARTMENT INFORMATION

The Brown County Child Support Agency provides services to approximately 14,198 IVD cases (an increase in over 696 cases since Sept 2013). This does not include the 5,000+ NIVD cases which do not have an application on file but are required to be maintained in our statewide KIDS system.

FUNDING

It is important to remember that the child support agency is reimbursed at a rate of 66% for most of our expenditures. This is a 'match' from the federal government that flows through our state contract. We also receive revenue as performance incentives which are measured in 4 various categories. Historically and for 2015, apart from our Supporting Parents Supporting Kids expenses, our actual expenditures remain lower than what has been budgeted for.

Revenue estimates have been issued from the state and we have earned an additional \$41,000 over earnings for 2014. Performance incentives and distribution calculations will continue to be re-evaluated by WCSEA Contract members. Subsequent proposals from this board for how incentive dollars should be awarded continue to hold up the state's release of revenue estimates to local agencies.

PERFORMANCE

The four areas of performance, by which we are measured and earn incentive dollars, have not changed. Brown County continues to out-perform the state averages in each category, as evidenced by September percentages:

Court Order Establishment:	89.16%	state average:	86.98%
Paternity Establishment:	109.22%	state average:	105.43%
Collection of Current Support:	76.61%	state average:	73.01%
Federal Arrears Collection:	69.01%	state average:	66.02%
Caseload:	14,198 +696 since 9/2013	statewide total:	365,631 +4,454...9/13

It is noteworthy to point out that Brown County's overall caseload size has increased 5.1% yet the overall statewide caseload has only increased 1.2%. Essentially, we've more than quadrupled the state's percentage of increase while doing business at the same budgetary level and improving upon our performance.

VALUE

When looking at actual collections, the effectiveness of the CSA is truly staggering. In FFY 2014 (as of September) , Brown County was responsible for collecting \$21,332,320 of the \$27M **current support dollars** due to custodial parents. And, that is just current support collections; it does not represent collections on arrears (another \$5M), collection of state owed debit nor does it represent offsetting costs avoided thru the establishment of medical support liability.

For every dollar the county invests in the Child Support program, we receive another \$2 in federal funds. For 2015, of an overall budget of \$3.1M, Brown County is investing \$344,001 in levy dollars-essentially 11%. Money collected and distributed thru agency endeavors goes directly back into the community and effectively aids in the ability of families to be more self-sufficient, thus reducing reliance on public assistance and other federal, state and even county funded programming and lessening other county

department workload. In a pure dollar for dollar value comparison, using just current support , arrears collections, foster care collections (another \$100,000) and reimbursement on medical support (over \$712,620)-every county invested dollar in the child support program yields \$82.50 in support collections; an impressive ROI.

FUTURE

The Brown County CSA is proud to be playing a participatory role in helping to develop future policy in child support enforcement. Through Supporting Parents Supporting Kids, our agency is receiving national attention in service delivery and innovative initiatives involving service provision by way of employment services intervention and parenting curriculum. Our ongoing endeavor will be to continue to strategize ways to build efficiencies into our day to day operations while managing an ever increasing caseload consisting of participants that have increasingly challenging barriers which limit their capacity and ability to pay.

As part of participation on the OCSE Strategic Planning Subcommittee, it is becoming increasingly evident that the way of service provision for the child support program needs to be and will be altered. Playing an influential role in forming legislation for future generations is one which Brown County is very excited to be a part of.



Child Support Agency Director Summary December 2014

Performance Measures Comparisons

Federal Performance Measures	Brown FFY 9/30/14	Brown YTD 11/30/13	Brown YTD 11/30/14	YTD Improvement 2013 vs 2014	State Average	Brown vs. State
Paternity Establish Rate	109.22%	93.60%	94.41%	.81%	92.18%	2.23%
Court Order Rate	89.16%	89.57%	89.53%	-.04%	86.98%	2.55%
Current Support Collection Rate	76.61%	76.31%	76.87%	.56%	72.92%	3.95%
Arrears Collection Rate	69.01%	39.39%	40.47%	1.08%	40.44%	.03%

As of January 31, 2014	Brown County 09/30/13	Brown County As of 11/30/14	Difference 2013 vs 2014	Statewide total	Statewide % of increase
Caseload size	14,198	14,231	33 or - 1%	366,807	-1%

Director Updates

STAFFING UPDATES

Child Support Supervisor – Laura Kowols has accepted the position of Child Support Supervisor. Laura will oversee the numerous units which comprise our Support Services Team. Laura joined the department approximately two years ago in the Support Information Center as a call center representative and most recently as an CS Enforcement Specialist. Prior to joining the CS team, Laura held various administrative/supervisory positions at the NEW Zoo.

4 vacancies – Due to internal promotions, a retirement and a departure, the agency is currently recruiting for multiple positions within the department including two enforcement specialists, a receptionist and an intake specialist.

SPSK GRANT UPDATES

Curriculum – The agency is currently conducting our 14th round of parenting and employment services classes which occur during the 2nd and 3rd weeks of each month from 9am-2pm in room 200. As of December 15th, there are a total of 294 enrolled participants, 147 “regular” services and 147 “extra” services. Of the extra services group, 76% are employed or have been employed while enrolled in the grant. Continuing case management and expedited review assistance are ongoing for any extra services enrollee during periods of un/underemployment.

Staffing – As the grant continues to expand, new initiatives are being tested to best serve participants and staff challenges. SPSK CSA staff will be relocated to a central area on the floor, near the SPSK unsecured area. Partners will have access to the dedicated grant office as will CSA staff doing random assignments. Presently, these individuals have to find available meeting space at various locations/on different floors in the Northern Building. The move’s intent is multi-faceted and will further provided uninterrupted time for the SPSK Coordinators.

WORK GROUP UPDATES -

Team (Together Everyone Achieves More) – TEAM has revised the Action to To Compel and Contempt process and is waiting for approval. The next agency procedure under review will be the very important modification process.

Website – This workgroup is moving forward with listing resources on the website for community use. A new page is in the development phase to highlight the SPSK program.

Scanning (a/k/a Laser fiche) – This group is waiting on “quick fields” to be implemented and tested. This will allow for multiple documents from multiple cases to be scanned at one time. Staff will begin with documents regarding wage info and health insurance.

Clean Team – All procedures put into place are working as designed.

WOW (Workload Organization Workgroup) – No updates at this time

Shooting for the Stars – This workgroup is actively compiling information to make available to the public via the agency website.

W: Drive – Continuing maintenance as needed.

Fun- Shine- The agency Holiday meal is scheduled for December 17. Keeping the annual tradition rolling, a much anticipated “ugly” sweater contest is planned as is a \$10.00 gift thief exchange.

Legal Clinic – Volunteers for the Legal Clinic have been acquiring office supplies and making plans as to how appointments and walk- ins will be handled. The goal is to have the clinic up and running in early 2015.

LEAN UPDATES & HAPPENINGS:

Child Support Enforcement worker, Susie Berth participated in a LEAN Kaizen with Human Services Child Protection staff to address child is placement outside the home which prompts a referral to Child Support. Meetings have taken place between the two agencies and continue to have dialogue to streamline this process. In doing so, not only with both agencies benefit but the children and families involved in a highly sensitive situation, will as well. We have recently learned that BCS is developing policy to simplify the process and reduce inappropriate referrals as well. More information will be forthcoming.

The agency has submitted to the LEAN steering committee the 2015 LEAN project of ‘Review and Adjust’. We are awaiting the assignment of facilitators to begin the scheduling phase of the LEAN process.

On December 15, Maria Lasecki facilitated a roundtable discussion with Fond du Lac Director, Mary Musack in Calumet County. Attendees included both peers and staff from agencies within the NE region of the state. The focus of the meeting was to garner insight and ideas incorporated by various agencies relative to performance improvement. In attendance, also, were representatives from DCF/DHS regional offices as well as BCS Director, Jackie Scharping.



Child Support Agency Director Summary January 2015

Performance Measures Comparisons

Federal Performance Measures	Brown FFY 9/30/14	Brown YTD 12/31/13	Brown YTD 12/31/14	YTD Improvement 2013 vs 2014	State Average	Brown vs. State
Paternity Establish Rate	109.22%	95.15%	94.52%	-.63%	93.42%	1.10%
Court Order Rate	89.16%	89.09%	89.54%	.46%	87.13%	2.41%
Current Support Collection Rate	76.61%	76.25%	76.26%	-.01%	73.79%	2.47%
Arrears Collection Rate	69.01%	45.78%	46.92%	1.14%	46.45	.47%

As of January 31, 2014	Brown County 09/30/14	Brown County 12/31/14	Difference 2013 vs 2014	Statewide total	Statewide % of increase
Caseload size	14,198	14,261	+63	366,402	8%

Director Updates

STAFFING UPDATES

Child Support Receptionist – Ms. Xong Moua joined the Child Support Agency as of January 5, 2015. Ms. Moua will be fulfilling the Receptionist duties. She brings skills from retail, administration/management and extensive customer service. In addition, Xong is fluent in Hmong.

Child Support Specialist Vacancies – Interviews were held January 15th and 16th to hire two Enforcement Specialists. The agency is working with Human Resources to extend offers to the candidates.

Child Support Intake – Ms. Tera Swanson will join the agency on Monday, January 26th as the Intake Specialist. Ms. Swanson holds a bachelor's degree in psychology and human development from UW-Green Bay. Most recently, Tera was a parent educator at Family and Child Care Resources of NEW. She brings extensive experience in the areas of case management services, facilitation and community resource and referral.

SPSK GRANT UPDATES

Curriculum – The department is currently conducting 15th round of parenting and employment services classes which occur during the 2nd and 3rd weeks of each month from 9am-2pm in room 200. As of January 21, 2015, there are a total of 304 enrolled participants, 151 "regular" services and 153 "extra" services. Of the extra services group, 76% are employed or have been employed while enrolled in the grant. .

WORK GROUP UPDATES -

Team (Together Everyone Achieves More) – TEAM is working through the Review and Adjust process to put together instructions for staff to reference.

Website – This workgroup is compiling links to community resources and, specifically, the Wisc. Job Center, to assist participants who are searching for work. The group is also researching non-copy righted images to add to the page.

Scanning (a/k/a Laser fiche) – This group is testing “quick fields” to bulk scan health insurance and wage verifications.

Clean Team – All procedures implemented by the work group are working as designed.

WOW– This Workgroup has met and identified topics for 2015 to develop plans to streamline workflow.

Shooting for the Stars– The group is in the process of compiling information for the public to use as education and outreach so as to give our participants a better understanding of the child support journey.

W: Drive – continuing maintenance as needed

Fun- Shine- The agency held a baby shower on January 14, 2015 for expecting mothers working in the agency. Lunch consisted of soup, salads and desserts.

Legal Clinic – Participants met January 13, 2015. Most of the necessary office supplies have been gathered via individual/volunteer donation and the group has a lead on the possibility of a donated file cabinet. Members are making outreach to other county legal clinics to gather information how to have the Wisconsin Bar co-sponsor the legal clinic. Outreach brochures are in the process of being developed and edited for use among staff from the Job Center, Golden House, Crisis Center and Child Support. It has also been determined that Wisc Bar Association will be a joint sponsor of this endeavor.

LEAN UPDATES & HAPPENINGS:

Maria Lasecki, Laura Kowols and Amy Vannieuwenhoven continue to participate in LEAN Facilitator meetings. Maria facilitated a Value Stream Map for the Clerk of Courts on January 19th and 20th. The process mapped out the filing of Paternity documents with the Clerk of Courts until a judgment is filed.

Additionally, the department is in the planning stages to host a value stream map for our review and adjust process.



Human Resources Budget Performance Report

Through 12/31/14
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,632,829.00	.00	1,632,829.00	136,069.12	.00	1,632,829.00	.00	100	1,598,571.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	2,500.00	4,500.00	7,000.00	162.00	.00	7,042.36	(42.36)	101	3,238.74
Other Financing Sources	.00	200,000.00	200,000.00	.00	.00	200,000.00	.00	100	120,000.00
REVENUE TOTALS	\$1,635,329.00	\$204,500.00	\$1,839,829.00	\$136,231.12	\$0.00	\$1,839,871.36	(\$42.36)	100%	\$1,721,809.74
EXPENSE									
Personnel Costs	1,396,013.00	4,917.00	1,400,930.00	90,019.31	.00	859,296.32	541,633.68	61	739,100.00
Operating Expenses	239,316.00	199,583.00	438,899.00	8,989.69	.00	341,986.41	96,912.59	78	367,705.76
EXPENSE TOTALS	\$1,635,329.00	\$204,500.00	\$1,839,829.00	\$99,009.00	\$0.00	\$1,201,282.73	\$638,546.27	65%	\$1,106,805.76
Fund 100 - GF Totals									
REVENUE TOTALS	1,635,329.00	204,500.00	1,839,829.00	136,231.12	.00	1,839,871.36	(42.36)	100	1,721,809.74
EXPENSE TOTALS	1,635,329.00	204,500.00	1,839,829.00	99,009.00	.00	1,201,282.73	638,546.27	65	1,106,805.76
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$37,222.12	\$0.00	\$638,588.63	(\$638,588.63)		\$615,003.98
Grand Totals									
REVENUE TOTALS	1,635,329.00	204,500.00	1,839,829.00	136,231.12	.00	1,839,871.36	(42.36)	100	1,721,809.74
EXPENSE TOTALS	1,635,329.00	204,500.00	1,839,829.00	99,009.00	.00	1,201,282.73	638,546.27	65	1,106,805.76
Grand Totals	\$0.00	\$0.00	\$0.00	\$37,222.12	\$0.00	\$638,588.63	(\$638,588.63)		\$615,003.98

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

Date: January 16, 2015
To: Administration Committee Members
From: Chad Weininger – Acting HR Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR NOVEMBER 2014
--

Hires:***Full-Time:***

Child Support Clerk	1
Computer Forensic Criminal Analyst	1
Emergency Management Coordinator	1
Operations Manager	1
RN Charge Nurse	1
Server, Storage & Virtualization Spec.	1
Social Worker Supervisor	1
Telecommunication Operator	2
Treasurer	1

Part-Time:

Library Service Assistant	1
Resource Recovery Associate	2
RN Charge Nurse	2
Shelver - Library	2

Limited Term/Seasonal/On-Call:

LPN – On call	1
LTE – Administrative Secretary	1
LTE Social Worker/Case Manager	2
Shelter Care Worker – On call	1

TOTAL HIRES: 22

Separations:***Full-Time:***

Administrative Secretary	1
Clerk IV/Data Control	1
Clerk Typist I – Child Support	1
CNA	1
Correctional Officer	1
Deputy Executive	1
Fleet Manager	1
Network Support Specialist	1
Park Ranger	1
Patrol Officer	1
Social Worker/Case Manager	2
Telecommunication Operator	1

Part-Time:

CNA	1
Library Service Assistant	1
RN Charge Nurse	1

Limited Term/Seasonal/On-Call:

Adventure Park Guide	5
CNA – On call	1
Food Service Worker – On call	1
Interim TAD/CJCC Court Supervisor	1
LTE - Clerk Typist II – ROD	1
LTE Legal Asst II	1
RN Charge Nurse – On call	1
Seasonal Help – Golf Course	7
Seasonal Help – Parks	4
Seasonal Trail Ranger – Parks	2
Student Intern – Sheriff's Office	1

TOTAL SEPARATIONS: 41

13

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

Date: January 16, 2015
To: Administration Committee Members
From: Chad Weininger – Acting HR Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR DECEMBER 2014
--

Hires:**Full-Time:**

Assistant Corporation Counsel	1
Child Support Supervisor	1
Correctional Officer	2
Highway Crew	1
Office Manager II	1
Payroll Specialist	1
TAD/CJCC Court Supervisor	1

Part-Time:

Library Service Assistant	1
Library Service Associate	1

Limited Term/Seasonal/On-Call:

LTE Social Worker/Case Manager	2
LTE Tax Collection Help	4

TOTAL HIRES: 16

Separations:**Full-Time:**

Administrative Coordinator	1
Administrative Secretary – Human Svcs.	1
Bldg. & Grounds Maint. Worker	1
Captain – Sheriff's Office	1
Chief Medical Examiner	1
Child Support Specialist – Enforcement	1
Correctional Officer	2
Facility Mechanic	2
Human Resources Director	1
Intake Specialist – Child Support	1
Park Ranger	1
Public Health Sanitarian II	1
Telecommunication Operator	1

Part-Time:

Food Service Worker	1
Library Service Associate	1

Limited Term/Seasonal/On-Call:

LTE – Adventure Park Guide	1
LTE Cataloger – Museum	1
LTE Extra Help – Human Resources	1
LTE Museum Technician	1
LTE Project Operations Mgr. – Museum	1
LTE Tax Collection Help	1
Medical Examiner Investigator	1
Shelter Care Worker – On call	1
Student Intern – District Attorney	1

TOTAL SEPARATIONS: 26

Departmental Openings Summary - Human Resources Department
To: Administration Committee
From: Human Resources

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
HR Director	12/21/2014	Other	Fill	Posted/Hiring
Org. Dev. Coordinator	1/9/2015	Other	Fill	Posted/New H.R. Dir. Hire
Safety Coordinator	2/1/2012	Other	Fill	Posted/Hiring

Transfer, Wage, Working Conditions

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

January 12, 2015

Committee Date:
January 29, 2015

TO: Administration Committee

FROM: Chad Weininger

SUBJECT: January Human Resources Report

Recruitments:

Director Level:

Human Resources Director:

3 candidates selected for a second interview, held Jan 15

Health Department:

3 candidates selected to interview January 27

Human Services:

4 candidates selected to start interviewing on January 27

Medical Examiner:

On hold until County Board action. H.R. is recruiting a pool of qualified applicants for Forensic Pathologies Medical Examiner. No qualified candidates have applied.

Summer/Seasonal: Summer/Seasonal Recruitment has begun for the Zoo, Parks, Highway, Facilities and Golf Course

Class & Compensation Plan: Human Resources is reviewing the class and compensation plan with the departure of the organizational development staff person in charge of the project. HR will provide a new timeline to the Administrative Committee as soon as possible.



Brown County
Administration

Budget Status Report

For period ended 12/31/14 - PRELIMINARY

	Amended	YTD	% of
	Budget	Actual	Budget
Property Tax Revenue	\$ 1,203,959	\$ 1,203,959	100%
Miscellaneous Revenue	\$ -	\$ 178	0%
Other Financing Sources	\$ 635,515	\$ 373,645	59%
Personnel Costs	\$ 1,690,901	\$ 1,430,008	85%
Operating Expenses	\$ 148,573	\$ 80,138	54%
Outlay	\$ -	\$ -	0%

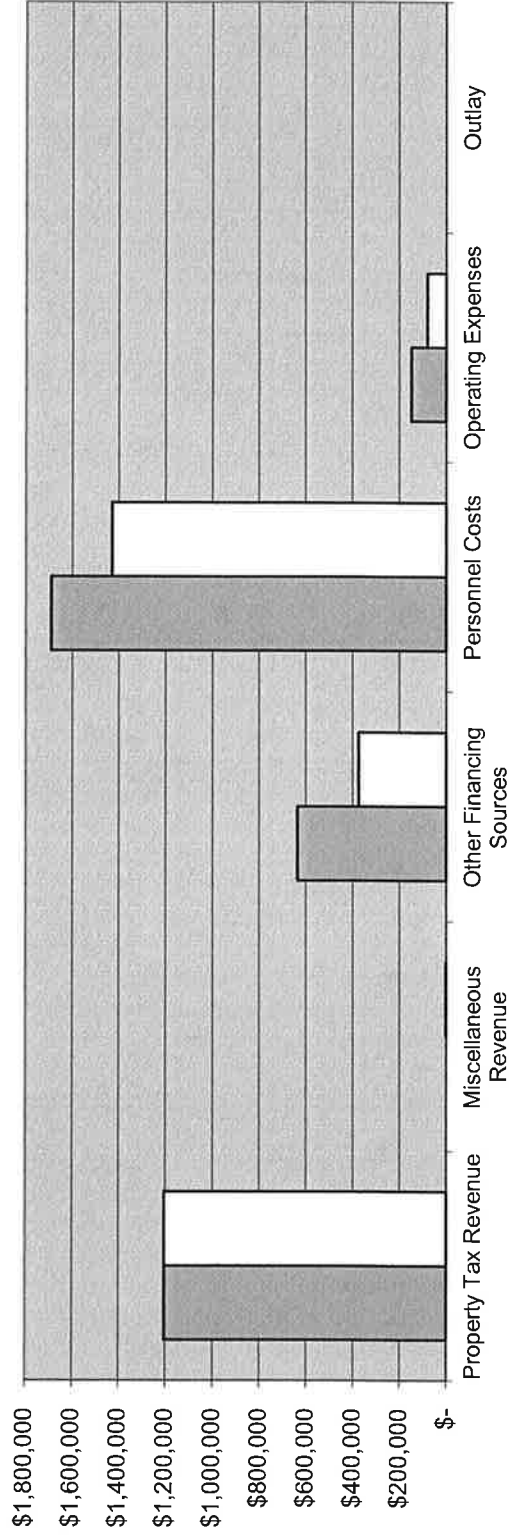
HIGHLIGHTS:

Revenues: Other financing sources variance is reimbursement for project team personnel costs which is trending lower due to vacancy of project team members.

Expenses: Actual personnel costs are lower due to vacancy of senior accountant position filled 4-7-14, vacancy of administrative/grants coordinator position filled 5-27-14 and project team member vacancies as noted above.

NOTE: This is pre-close for December. Estimates were made for year-end accruals for payroll and technology services chargebacks to included in this graph (not in the December financial system at this time). Final close is not scheduled until March due to the additional work load required for the annual audit.

**Administration
December 31, 2014**



2014 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
<u>14-102</u>	11/25/14	Sheriff	This is a request to move budgeted funds from the Drug Task Force Misc. Expense line (used for drug investigation buys and confidential informant payments) to the equipment line for investigative equipment. This adjustment is being done to differentiate budgeted equipment between those items funded by the HIDTA grant and items not grant funded. Saving in the Misc. Expense spending offset the cost of this equipment with no levy effect.	1	Approved 11/25/14	N	--	J6156 No actual
<u>14-103</u>	12-01	Health	Brown County Health Department has been approached to provide tobacco control services to Brown County and Stockbridge-Munsee tribe jurisdiction under agreement with the tobacco Multi-Jurisdictional Coalition, community Action for Healthy Living (CAHL). All program services for CAHL will be funded by the agreement. Services include acting as community resource related to tobacco control concerns in the area, providing educational presentations, advocating for tobacco control policies, and conducting compliance checks to assure minors cannot purchase tobacco products illegally.	7	Approved 12/4/14	Y	Human Services 01/28/15 Co Bd - 02/28/15	
<u>14-104</u>	12-03	Public Safety	Public Safety Communication's UPS unit at the UW-Green Bay Cofrin Library site has been damaged beyond repair due to an electrical incident and requires replacement. This budget adjustment is for the purchase of replacement equipment and the insurance proceeds to cover the replacement. The insurance deductible is to be funded by the Casualty Insurance Fund.	7	Approved 12/5/14	Y	Public Safety 1/07/14 Co Bd - 01/21/14	
<u>14-105</u>	12/08/14	L&W Cons	The Land & Water Conservation department received an additional \$150,000 award through the NRDA program to continue work within the West Shore Pike Project area through 2016. This award dictates that funds must be allocated towards staff salary/fringe and landowner payments.	7	Approved 12/12/14	Y	Land Con - 01/26/15 Co Bd - 02/04/15	
<u>14-106</u>	12/09/14	Doc Center/TS	Request to use unspent funds in copy center office supplies to purchase document center storage racks for \$11,600. The racks are needed to add floor storage and for safety purposes. These are normally purchased in smaller quantities, so this volume is considered an outlay.	5b	Approved 12/12/14	Y	Admin - 01/29/14 Co Bd - 02/18/14	

Revised 1/16/15

DEPARTMENT OF ADMINISTRATION



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

January 12, 2015

Committee Date:
January 29, 2015

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: January Director's Report

I. Risk & Purchasing Department

Claims: Five claims were filed against the County related to Health Insurance, lost keys, windshield damage, alleged damage by a County lawnmower, and a bill for services the claimant did not want.

There were three events. Two related to falls at the airport, one in the concourse and one on the escalator. One event related to a County plow damaging a vehicle.

Training: WMMIC is sponsoring a training session for Brown County employees on Understanding Legal Issues in Performance Evaluations/Supervisor Employment Law Legal Update and Defensive Driving for Highway Department employees.

II. Finance Department

2015 Budget: The final 2015 Budget Book should be available to the public by the 23rd of January. Carry over requests were due on January 16th.

General: PFM has been selected as the investment advisor for \$20.0 million for the Treasurer's Office. PFM is also the County's Bond Advisor.

Planning is underway to comply with the Federal Uniform Grant requirement for all Federal Grants issued after 12/31/14.



III. Logos & Kronos Project Implementation Update

Fixed Assets: Project is on track for a go-live date of March 1, 2015. This module entails an extensive data conversion process that is programmed and ready to go live.

Testing for the end of year Logos System Upgrade was completed and installed on December 18, 2014.

Financial Systems Implementation Project: The team was reassigned the remaining departments for the Time and Attendance Project (Kronos) on June 25, 2014. Parallel testing is underway with the Corrections department. Anticipated go-live is targeted for February 8, 2015.

If you have any questions, please feel free to contact me at 448-4035.

cc: Troy Streckenbach – County Executive



Budget by Account Classification Report

Through 11/30/14
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Fund 710 - Technology Services									
	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Total	
REVENUE										
Intergov Revenue	.00	273,839.00	273,839.00	11,363.66	.00	380,204.77	(106,365.77)	139	129,183.12	
Public Charges	.00	96,792.00	96,792.00	.00	.00	71,724.00	25,068.00	74	.00	
Miscellaneous Revenue	4,673,116.00	.00	4,673,116.00	325,435.75	.00	3,729,958.68	943,157.32	80	4,142,370.65	
Other Financing Sources	85,565.00	.00	85,565.00	11,951.91	.00	243,505.11	(157,940.11)	285	808,046.67	
REVENUE TOTALS	\$4,758,681.00	\$370,631.00	\$5,129,312.00	\$348,751.32	\$0.00	\$4,425,392.56	\$703,919.44	86%	\$5,079,600.44	
EXPENSE										
Personnel Costs	1,837,684.00	(66,670.00)	1,771,014.00	125,160.41	.00	1,455,553.53	315,460.47	82	1,646,487.96	
Operating Expenses	3,363,770.00	96,424.00	3,460,194.00	260,055.91	85,403.24	3,007,465.77	367,324.99	89	3,042,837.29	
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	9,862.06	
EXPENSE TOTALS	\$5,201,454.00	\$29,754.00	\$5,231,208.00	\$385,216.32	\$85,403.24	\$4,463,019.30	\$682,785.46	87%	\$4,699,187.31	
Fund 710 - Technology Services Totals										
REVENUE TOTALS	4,758,681.00	370,631.00	5,129,312.00	348,751.32	.00	4,425,392.56	703,919.44	86	5,079,600.44	
EXPENSE TOTALS	5,201,454.00	29,754.00	5,231,208.00	385,216.32	85,403.24	4,463,019.30	682,785.46	87	4,699,187.31	
Fund 710 - Technology Services Totals	(\$442,773.00)	\$340,877.00	(\$101,896.00)	(\$36,465.00)	(\$85,403.24)	(\$37,626.74)	\$21,133.98		\$380,413.13	
Grand Totals										
REVENUE TOTALS	4,758,681.00	370,631.00	5,129,312.00	348,751.32	.00	4,425,392.56	703,919.44	86	5,079,600.44	
EXPENSE TOTALS	5,201,454.00	29,754.00	5,231,208.00	385,216.32	85,403.24	4,463,019.30	682,785.46	87	4,699,187.31	
Grand Totals	(\$442,773.00)	\$340,877.00	(\$101,896.00)	(\$36,465.00)	(\$85,403.24)	(\$37,626.74)	\$21,133.98		\$380,413.13	

19

BUDGET ADJUSTMENT REQUEST

14-106

Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
 - Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)
- ☒ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
- ☐ 7 Any increase in expenses with an offsetting increase in revenue
- ☐ 8 Any allocation from a department's fund balance
- ☐ 9 Any allocation from the County's General Fund

Approval Level

Dept Head
Director of Admin

County Exec

County Exec

Admin Committee

**Oversight Comm
2/3 County Board**

Oversight Comm
2/3 County Board

Oversight Comm
2/3 County Board

Oversight Comm
2/3 County Board


Oversight Comm
Admin Committee
2/3 County Board

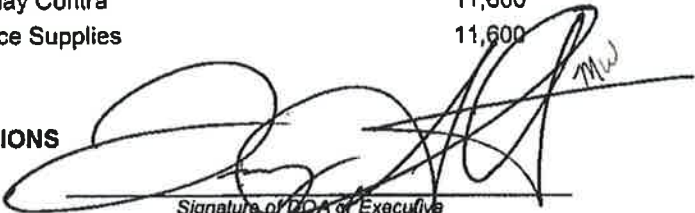
Justification for Budget Change:

Request to use unspent funds in copy center office supplies to purchase document center storage racks for \$11,600. The racks are needed to add floor storage and for safety purposes. These are normally purchased in smaller quantities, so this volume was considered an outlay.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	730.054.040.6110	Outlay	11,600
<input checked="" type="checkbox"/>	<input type="checkbox"/>	730.054.040.6110.900	Outlay Contra	11,600
<input type="checkbox"/>	<input checked="" type="checkbox"/>	730.054.045.5300.001	Office Supplies	11,600
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS


 Signature of Department Head
 Department: DOCUMENT CENTER / TS
 Date: 12/9/2014


 Signature of DOA or Executive
 Date: 12/12/14



111 N. JEFFERSON STREET, SECOND FLOOR
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE: (920) 448-4025 FAX: (920) 448-6266 WEB: www.co.brown.wi.us

Technology Services, Monthly Report, Jan 2015

11/20/2014

Items of Note

1. 2014 Annual TS Report for the Board

Activity Summary for mid-Nov thru mid-Jan

2. Technology Services Closed Work Orders for the month of:
 - a. November 449
 - b. December 617
3. Contract Renewals and Initial Planning for 2015 in Nov/Dec
4. Internal Technology Services Steering Committee was established and met in Dec and Jan.
5. Staffing related items

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Network Support Specialist	10/31/2014	Transfer to another position	Fill	Working out Job Description

- a. Network Support Specialist Open Position is expected to be filled based assuming approval during 1/21 board meeting. Delay in filling was related to reorganization discussion and job description review with HR.
- b. 2014 annual staff reviews completed, including the 1% bonus
- c. Continuing work on new job descriptions.

Project/Activity Updates

6. 911 and CAD (Computer Aided Dispatch) projects ongoing
7. Avatar "Community Programs" project kicked off and is now ongoing
8. Logos end of year upgrades completed.
9. Email upgrade from 2003 to 2013 and Domain upgrade continues. 30 of 33 departments complete (ADRC completed.
10. TraCS10 Upgrade Completed
11. Year end work completed including tax bills and last minute correction for Lawrence tax problem.
12. Human Services CCS billing changes nearly complete (major effort)
13. Submitted 121 Day storage and Squad/DTF storage proposal to Sheriff and then approved through board (work beginning in Jan 2015).
14. BCCAN Ashwaubenon School District and Notre Dame are interested in partnering.
15. Avatar Community Programs work starting



Brown County Technology Services (BCTS)

2014 Annual Report

Summary Page

1. 2014 Employee Performance Measures
2. 2014 Department Performance Measures
3. 2014 SMART Goals
4. 2014 Overall Accomplishments
5. 2014 Annual Report Detail
 - a. People
 - b. Operations
 - c. Financials
 - d. Projects
6. 2015 SMART Goals
7. 2015 LEAN Events
8. 2015 Strategic Plan
9. 2015 SMART Goal Pages

1. **2014 Employee Performance Measures.** The BCTS policy and forms have been submitted to and approved by Human Resources. This covers both the Annual Review and the Pay for Performance Bonus. Employee evaluations for 2014 are expected to be completed on time (by the end of Nov) for 2014 including the 1% evaluation and associated paperwork.
2. **2014 Department Performance Measures.** From 2013 to 2014. We added two more measures in the 2014-2015 budget book.
 - a. *Help Desk and Service Requests Received.*
 - b. *Number of help desk calls and service requests Closed.*

Year	Opened "Received" Tickets	Closed Tickets
2011	6871	6747
2012	8318	8080
2013	7584	7116
2014	7097*	6487*

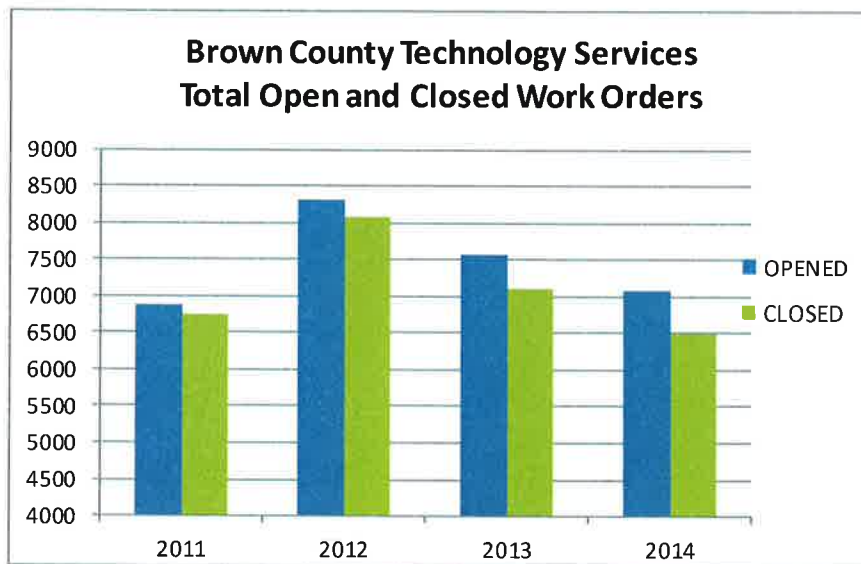


Figure 1: Work Orders Summary

**Note the 2014 number is only through Oct 2014 (not a complete year).*

3. **2014 SMART Goals.** The previous Information Services director, Dave Hjalmsquist left the position in June of 2013. No formal 2014 goals were submitted. In lieu of that, we are reporting internal project goals (Oct 2013 through Oct 2014):

- a. **New Communication process Initiated.** BCTS created new simplified and standardized Scheduled and Unscheduled activity notices. BCTS also created new intranet pages posting information regarding TS projects, scheduled events and outages as well as FAQs and other information for Brown County staff.
- b. **Improve Internal Operations.** BCTS planned to replace the work order system, inventory, and remote control with the Kaseya tool. The tool was selected in fall 2013 and partly implemented by June 2014. After review of features, staffing and costs, the new CIO August Neverman, determined the new Kaseya tool should not be implemented at least in the short term. The significant labor cost and scope creep were key points in the decision to eliminate Kaseya.

Instead Bomgar and Track-IT were selected as primary tools and SCCM continues to be a front runner for the device inventory and management. There was at least \$10k/annually in short term savings by eliminating Kaseya. *The tool may be readdressed in 3 to 5 years, as it is a good tool.*

- i. *TrackIT* is still in use in its original format. There is a planned TrackIT software structure change and version upgrade for 2015.
 - ii. *Bomgar* went live Sept 23rd 2014. It exceeds the features of the previous LogMeIn tool. It tracks all activity (recorded remote control sessions) meeting HIPAA, PCI and other regulatory controls. It allows vendors to use the same tool in a monitored and recorded mode. It also provides some ability to utilize mobile device.
 - iii. *BCTS Playbook.* We created a new operations document intended to be a living guide for the entire team. All TS staff can edit it.
- c. **Improve File Storage.** Implement a tool to better manage files. Permitting file versioning, easier search, easier sharing and security. After review in 2013/2014, the Microsoft SharePoint tool was selected and budgeted for in 2014/2015. A prototype went live in July 2014. See details of progress in Accomplishments.
- d. **Change Management.** Established and worked out details of the Change Advisory Team which meets weekly. Improved process to manage, schedule and review proposed changes to the BC network and systems resulting in improved communications and risk avoidance of production interruptions and overlap. This team in combination with the standardized Scheduled upgrades/outage notices is improving visibility of TS changes to BC staff.

- e. **Email Upgrade.** Major upgrade to our email server from Microsoft Exchange 2003 to Microsoft Exchange 2013. Planning, budget, system purchase and design occurred fall 2013 through spring 2014. End user migrations kicked off June 2014, and project is on track to complete by June 2015.
 - f. **Document Center Position Consolidation.** Presented a solution to combine the part time position and co-op position into a single position. This was reviewed but not submitted due to leadership turnover, and compensation questions for insurance. The document center cost comparison with outsourcing is also under review and will continue into 2015.
 - g. **Complete Windows XP to Windows 7 Upgrades.** Successfully completed as of Oct 2014 only a handful of isolated systems remain. Those systems require department level budgeted replacements. TS continues to follow up with the affected departments.
4. **2014 Overall Accomplishments.** Summary of the Accomplishments noted from Oct 2013 through Oct 2014.
- a. **Major Systems Upgrades.** These included Sheriff Records Management System (Pro Phoenix), Milestone, Agent VI, Offender Management System (OMS), Laserfiche and Avatar upgrades. Upgraded wireless access points. Added Swanson commissary kiosks to Jail. RFP for 911/CAD developed and posted in 2014, selection will be 2014/2015 and install will be 2015/2016.
 - b. **Major Systems Expansion.** We expanded the use of numerous tools throughout the county including: Milestone and Laserfiche. We also added the auditing module to Laserfiche. BCTS began the rollout of a shared digital signage tool across the county. Expanded tele-video conferencing in the courthouse. Completed numerous module and departmental sub-projects related to Kronos and Logos (see individual reports for details). Expanded HP 3PAR disc storage and HP Blade Center in preparation for numerous other projects. RFPs for Human Services Community Programs and 911/CAD were developed, posted, and the installs will be 2015/2016.
 - c. **SharePoint.** Implemented prototype SharePoint environment for Technology Services (web based). This work is in preparation for a County Wide rollout of SharePoint. This includes creation of a:
 - i. Project system
 - ii. Application tracking system
 - iii. Fixed assets database
 - iv. Events calendar
 - v. Numerous related operational lists and document libraries

- d. **Brown County Community Area Network (BCCAN).** BCCAN established in 2005/6 saw some key advancements in 2013/2014:
- i. Created a dedicated cost center to allow revenue from lease agreements to build to cover future replacement and ongoing expenses such as utility fiber locate fees.
 - ii. Implemented a new website for easier access to BCCAN information.
http://www.co.brown.wi.us/departments/page_0c5151e5cab0/?department=da7ba43719e3&subdepartment=5ce81791cb01
 - iii. BCCAN was expanded to Green Bay Public School District, NWTC and sold services to nSight and the UW system.
 - iv. Research began on expanding to outlying Brown County municipalities, schools, and non-profit and regionally to other Counties.
 - v. We are also researching business development and job creation partnerships.
- e. **Work Order Activity.** Figure 1 shows the overall trend, Figure 2 identifies the variance of open and closed tickets month over month and year over year. Although we have been able to reduce overall ticket activity, variance within the months creates delays in service either on projects or ticket response. Given increases in the number of supported applications and new project activity, the overall workload has increased relative to a static number of staff. This results in an overall delay in work order and project completion.

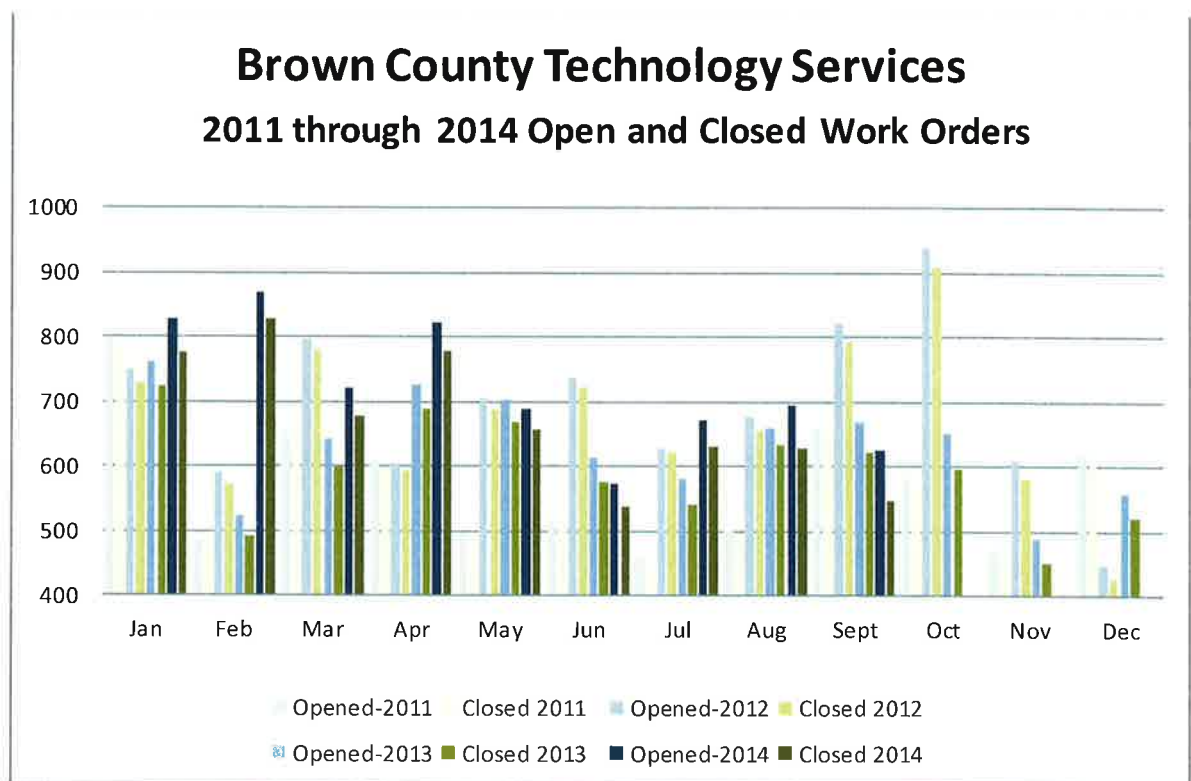


Figure 2: All Open-Closed Work Orders

- f. **Mobile Device Strategy.** Began review of use of mobile devices in a more active role for County operations. They existed primarily as smartphones to this point. Now we are reviewing software, support, and security. This included the implementation of AirWatch, a mobile device security and application management tool. Wider rollout of AirWatch will coincide with the final approval of the Mobile Device Policy in early 2015.
- g. **Policy.** The Mobile Device Policy A-14 is nearly complete. TS also began development of HIPAA policy and as of Oct 2014, drafts are submitted for all the direct HIPAA policies. Began work on protected information policies, see 2015 goal for continuation.
- h. **Security Risk.** BCTS uses various tools to monitor risk on BC systems. Cyber attacks and computer security risks continue to increase, as new threats are found regularly. Hacking is becoming big business. The County has done a controlled computer security risks throughout 2014 but is tracking an increasing risk trend.

Computer security risk can be categorized into internal and external risk. Our internal risk has increased roughly 60% and our external risk increased by 160% based on our security scanning tools. There were no major incidents in 2014, however, there were dozens of identified virus, malware and phishing attacks.

Nationally and globally the trend continues to get worse. A recent [report](#) from the U.S. Government Accountability Office cited the number of cyber incidents reported by all federal agencies in fiscal year 2013 as 46,160; that's up from 34,840 cyber incidents reported in 2012 (a 32% increase). The GAO found that "24 major federal agencies did not consistently demonstrate that they are effectively responding to cyber incidents." In fact, in about 49% of incidents, the GAO [found](#) that "agencies could not establish that they had taken steps to prevent such incidents from happening again."

In a related note, BCTS and Document Center will be reviewing physical access to all servers, storage, and paper storage and eliminating unnecessary access in fall 2014 and into 2015.

Security and data retention requirements remain as growing, unfunded mandates.

- i. **Project Management Improvements.** In 2014 BCTS created a new project list system using the prototype SharePoint environment, including a ranking system, including ROI and risk and status tracking. TrackIT also records some task level activity within projects. The SharePoint system will permit long term tracking. This system will be used to permit TS to provide transparency to the Brown County Technology Steering Committee (BCTSC)
 - i. We defined a project as meeting two the following criteria: requiring wide communications, more than 80 hours of work with a clear start and end, affecting more than one department, implementation of a new system or an upgrade of an old system

costing more than \$10k in time and/or labor. These rules are documented in the BCTS Playbook.

- ii. The BCTSC will assist with the prioritization of the major projects within BCTS.
- iii. As of October 2014 we have 26 active projects and 13 completed since Jan 1st 2014. Some of the larger ongoing projects include: email 2003 to 2013 upgrade (on target for Mar 2015 completion), CAD, 911, County wide ID Badge, Digital Signage, Logos rollout, Kronos rollout, Avatar Community Service, Call Manager phone system upgrade, AirWatch mobile device management and implementation of the associated A14 mobile device policy.

j. **Miscellaneous Activity.**

- i. *County Logo.* Edited and created a new master Brown County logo so we have a high resolution “clean” and professional logo that can be used for everything from business cards, to flags, to car stickers, to web pages.
- ii. *ID Card Project.* There was a purchase of a new ID badge and security access card system. The project kicked off in July 2014 and TS is assisting Facilities and Human Resources in ensuring the project moves forward.
- iii. *YouTube.* Did research and basic site setup for YouTube to permit public publishing of video such as Public Service Announcements and other public video. It is expected that the system will go online in the first quarter of 2015.
- iv. *Inward Alternate Routing (IAR).* In May 2014, BCTS did live testing of the phone system to ensure high availability of phone services (dial tone). The test of automated failover for calls was successful.

k. **Document Center**

- i. **Humidity.** Staff identified problems with low humidity in fall of 2013 and high humidity in summer of 2014. In the fall 3 seasonal humidifiers were added. In summer 2014, after significant research, a new dehumidifier was purchased.
- ii. **Document Center Changes.** Document Center began work to expand the records center by 2800+ boxes, potentially reducing our Arms related expenses. Although we are planning on expansion, areas are moving toward paperless operations. As an example Child support is scanning all their documents in Laserfiche. We expect them to have no paper documents stored in 2016.
- iii. **Document Center Cost Analysis.** In late 2014 we began review of cost per box and long term management of documents for Brown County, comparing those costs to outsourcing agencies. An RFP is expected to occur early in 2015.

- l. **Vehicle Consolidation.** In 2013 TS and Print Shop had a total of 3 vehicles. In 2014, the Document Center vehicle reached end of life. During Fleet Management discussions the idea of sharing came up. Instead of getting a new vehicle (even though fleet management was delayed or scrapped) Document Center is sharing a vehicle with Public Works, and we are sharing a 3rd vehicle with Public Works to reduce overall costs. There is a plan to replace that vehicle in 2015.

- m. **Land Records System Research.** A LEAN event was held to identify inefficiencies in land record management that could be reduced or eliminated, and to identify all the County systems that maintain geographic data separate from the Land Records System. That effort created a clearer picture of the County's needs for a Land Records System and an RFI (request for information) was developed to determine a cost estimate for a system upgrade. That project is likely to occur if funding is approved in 2016 or 2017.

5. **2014 Annual Report Detail.** Nov 2013 through Oct 2014

a. **People.**

- i. New Department Head - Turnover
 - 1. Dave Hjalmsquist left the position in June of 2013.
 - 2. August Neverman started May 2014.
- ii. Print Shop
 - 1. Seth Jorgensen replaced Perry Wiesman
 - 2. Logan Cropsey replaced Robin Messer
- iii. A service desk technician (through Premier solutions) replaced the Office Manager, Diane Ziegelbauer. (*Job title/duty change and position replacement*)
- iv. Scott Witt in the "new" Server and SAN technician replaced Dave Bauman, in the Security Position. (*Job title/duty change and position replacement*)
- v. Martha Janssen replaced Dani Young on the Human Services Avatar projects.

b. **Budget and Finances.**

- i. **Levy Impact.** The BCTS impact on levy was frozen for our customers from 2013 to 2015.
One time cost reductions. To maintain a flat levy impact, even with increasing core expense, we offset expense growth with one time savings.
 - 1. Eliminated maintenance on Zix, Data Loss Prevention (DLP), and RSA (*none of which were implemented*). These or similar tools may be readdressed in future budgets.
 - 2. Eliminated the Kaseya project. The project initially looked like it would be a savings, the overall cost was increasing in a number of ways. We required a remote control tool within Kaseya and the vendor was not delivering. The tool also required far more staff support than expected. The features were excellent but the complexity was getting out of hand. After reviewing the tool in more detail, we found out the licensing would increase between \$20k and \$50k in the 1st year and would likely increase again another \$10k to \$20k thereafter (maintenance/ongoing licensing expense). These increases were not budgeted. Overall switching back to TrackIT and Bomgar resulted in an immediate savings of approximately \$10k, reduction in staff time to support the system, and a long term license/maintenance expense savings between \$30k and \$60K annually. The tool is good, but TS needs to be at a different state of operations if we will ever implement it.

- ii. **Data Retention Compliance.** BCTS is working with legal and administration to review the needs for all data retention. This is an unfunded mandate. There are over 836 different retention rules for office use, which do not include DA, Clerk of Courts, Sheriff, Jail, Register of Deeds, or the special rules for Airport and Human Service HIPAA data. We estimate over 2000 different rules, which is unmanageable for a staff member.
 - 1. Video surveillance is a retention period of 121+ days. To comply we would need to invest approximately \$85k at current video storage volumes. A draft proposal was submitted to the Sheriff.
 - 2. BCTS will be adding a 5 to 7 year email retention period in by 3rd quarter 2015.
 - 3. BCTS is keeping the minimum transitory storage requirements for tools such as: Bomgar, WebEx (conferencing), Cisco Call Manager (voice calls), and Jabber (instant messaging) as examples. The challenge is that the individual must determine the retention period, all TS can do is estimate the minimum, not the maximum.

State records retention information

http://publicrecordsboard.wi.gov/Docs_by_cat_type.asp?doccatid=678&locid=165

- c. **Client Devices.** The number of computers and laptops has remained relatively static; however we have seen growth in use of mobile devices such as tablets and smartphones. We expect that trend to continue. This will allow us to budget less for replacement laptops and purchase desktop computers and tablet combinations. The cost is likely to be equal or more (varying with needs). Formal inventory reporting is possible and would begin once funding is approved for SCCM and associated support costs.
- d. **Operational Metrics.** The following are some key metrics to give an idea of the operational activity that has occurred.
 - i. **Server Counts.** In August 2013 we had 191 servers and by August 2014 we had 217 servers. This includes physical servers and virtual VMware servers. Even though we are retiring older hosts, the new systems growth is outstripping retirements. TS expects the growth to continue.
 - ii. **Storage Space.** In Oct 2013 TS had 216 TB of usable storage in our primary two SAN (storage area network) environments. By Oct 2014 we had 270 TB. We expect the growth to continue, especially if the 121 day video retention can be funded.
 - iii. **Staff change:** There has been no staff increase or decrease during the Oct 2013 thru Oct 2014 period. Functionally the TS department was short two staff that entire period.
 - iv. **Applications.** Starting June 2014, BCTS began a review of all applications in use within the county. In Sept 2013 the application list count was 399. As of 10/31/2014 we have 538 applications in our known application list. We expect this list to continue to grow.

1. In 2013 we eliminated LogMeIn and added back in Bomgar in 2014.
2. Added AirWatch mobile device management software.
3. Highway added numerous state software packages and the Asphalt system.
4. Added SharePoint in test in TS

- v. **Processed email.** The volume of spam/virus threats has decreased. However, the level of risk has increased with targeted and custom attacks; referred to as phishing; is increasing. From Jan 1st through June 30th 2014 we received and blocked 265 viruses with the IronPort email virus filtering.

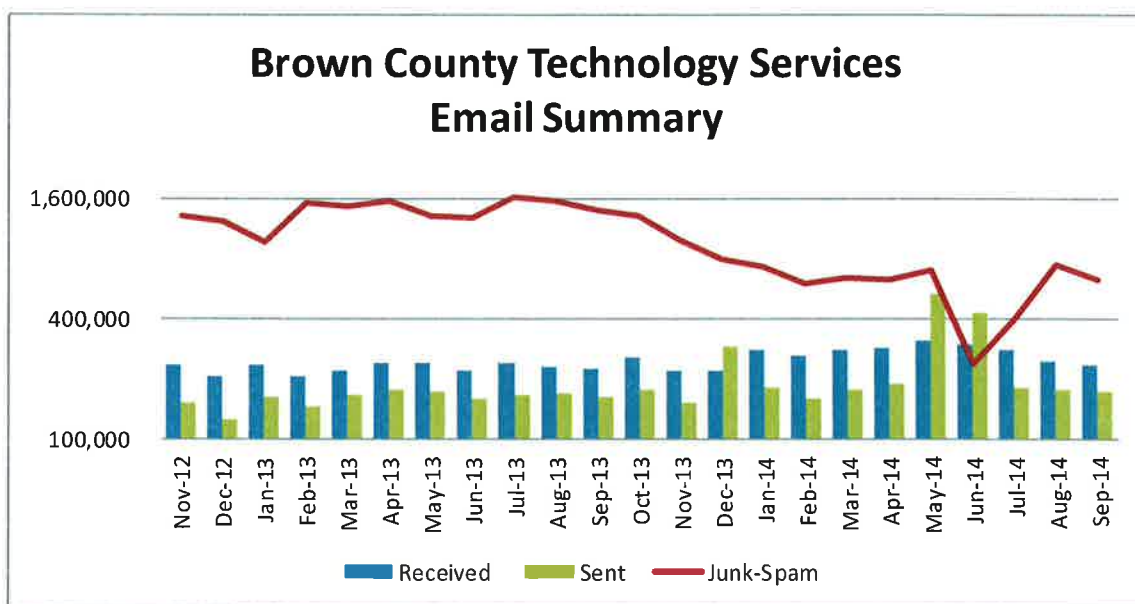


Figure 3: Email Summary

e. **Non-TS technology related project updates.**

- i. **Land Records.** The AS400 Land Records system was scheduled for a major upgrade to totally new Windows/Web platform. The capital improvement plan has the project slated to take place in 2016 which will allow TS enough time to allocate resources to implement the upgrade. This upgrade was delayed till at least 2016 to ensure proper staffing support to carry out the project. This will result in extension of regular AS400 Land Records system support including minor system enhancements.
- ii. **Jail Cameras.** The cameras at the jail are over 11 years old. Staff cannot discern who an inmate is due to low quality. The system could and will eventually fail without easy recovery due to age and availability of parts. This project is not part of the capital improvement plan. TS supports either a phased replacement or total replacement, starting as soon as possible. We estimate that the entire cost will be approximately \$1mil.

22

- f. **2015 Budget Planning.** Our levy impact has remained fairly consistent for the past several years. In 2014, our software maintenance costs rose by \$18,620. That is an incremental increase consistent with previous years. Equipment maintenance costs rose by \$120,447 in 2014 due to the radio system.
- g. **2016 Budget Planning.** The 2016 BCTS budget could potentially increase for the following reasons: hardware maintenance, software maintenance, new systems and staff changes.
- i. *Equipment Maintenance.* The equipment maintenance costs will dramatically increase in 2016 before they level off in 2017 or later. The actual costs for existing systems as of Nov 2014, will be fairly stable. The increases will occur due to new hardware ie 121 day storage, new servers, expanded video and so on. Also the perceived increase will be larger as it is likely we will have no “1 time” cost savings to offset increases as were able to accomplish in the 2015 budget.
 - ii. *Software Maintenance.* Overall Software maintenance can be expected to increase across the board by 2 to 5% per system, effectively inflation based increases. We can also expect increases in core system maintenance expense for Logos and Kronos. The other category of new costs is new departmental and distributed systems. Also the perceived increase will be larger as it is likely we will have no “1 time” cost savings to offset increases as were able to accomplish in the 2015 budget.
 - iii. *New Systems.* The addition of new systems that will require new ongoing maintenance including but not limited to: email archiving (likely Symantec), secure FTP (MoveIT), SharePoint, and Digital Display Software (from 2014 and 2015). We are likely to see increases from other new systems also such as Sheriff 121 days storage DTF/Squad storage and other departmental systems.
 - iv. *Staffing.* In Oct 2014 the open Office Manager position was converted to a technician and the open System Administrator (security) position was converted to a 2nd server engineer, with the focus of bringing more resources to bear on day to day patching of known threats. In 2016 TS will likely request new positions.
 - 1. Currently, Karen Christens is the FTE is funded through the Logos/Kronos projects. That FTE is counted in the 2015 FTE count; however the funding is through the project. In 2016 the funding for the Logos/Kronos specialist will move from the project back to Technology Services. This will appear financially as an increase in the TS budget
 - 2. Security Specialist. A person who would be ½ tech and ½ security, to improve Brown County Computer security.
 - 3. Trainer – possibly put the position in HR or BCTS, but work to get a trainer on staff so we can increase effectiveness and efficiency of staff.
 - 4. SharePoint Engineer
 - 5. Office Assistant / Communication Specialist

- v. *Overall.* BCTS will be pushing for a more comprehensive TCO (total cost of ownership) pricing model for 2016 and beyond. Specifically including all up front cost including installation labor, ongoing labor costs, ongoing system maintenance costs and secondary costs such as storage changes, licensing and/or regulatory costs.
- h. **Long term Budget Planning.** To help begin the long term budget planning for technology related improvements BCTS has begun organizing capital investments similar to the either create a new technology fund or add the major investments to the existing CIP budget process.

6. 2015 SMART Goals

- a. **Department Staff Reorganization.** Review all roles and job descriptions, combining the service team into a single group.
- b. **Expanding Operational Communications.** TS will begin quarterly I/T meetings open to all County staff. TS will expand the event notice process started in 2014, providing more detail on work orders, schedule events and central tracking of both scheduled and unscheduled events.
- c. **Technology Steering Committee.** Administration and TS will establish the Technology Services (TS) Steering Committee to help align TS to County needs. This will result in monthly updates to the Steering Committee and all department heads.
- d. **Collaboration Tools Expansion.** TS will complete the WebEx (desktop conferencing) project, continuing expansion of video conferencing, Meetme instant phone conferencing, Jabber instant messaging and complete the phone system (Cisco Call Manager) upgrade.
- e. **Upgrade Work Order System.** Upgrading and streamlining the help desk work order ticket system. This will permit users to create their own tickets, check their own ticket status and will allow better ticket management in BCTS.
- f. **Operations Improvement.** Technology Services will continue to review and improve processes and procedures. This work includes:
 - i. Continuing to expand the internal operations BCTS Playbook created in 2014.
 - ii. Installing a replacement for the tape backup system and software.
 - iii. Refinement of the project management system and process.
- g. **Policy.** Complete updates and/or creation of BCTS related policy specifically HIPAA and Protected Information.

- h. **Improve email, secure email and secure file transfer.** TS will install email retention and archiving tool. We will also add the ability to send secure email and files, and the ability to send, receive and share very large files.
 - i. **SharePoint Implementation.** Complete implementation, design and roll out to at least Technology Services in 2015.
7. **2015 LEAN Events.** From this point forward, a BCTS representative will attend all LEAN events across the County. Each of the LEAN report outs will result in a project charter that will be presented to Steering to review/adjust project priorities.

The following are existing BCTS related LEAN projects:

- a. Implement new Work Order handling as part of the 2015 SMART goal.
- b. Implement the County wide Picture ID system in late 2014 and/or early 2015 with Human Resources.
- c. Formalize/Streamline employee on- and off-boarding of employees (joint effort with Human Resources). From existing Lean event. Likely will need to be revisited.

Brown County Technology Services

2015 Strategic Plan



BCTS Strategic Categories. This is a summary list of the areas that BCTS needs to address

Section #	Strategic Category
1	Alignment
2	Lifecycle Management
3	Standardization
4	Process Improvement
5	Financial Planning
6	Security
7	Employee Development
8	Staffing and Reorganization
9	Transparency & Communication
10	Data Retention
11	Business Continuity
12	Disaster Recovery
13	New Technology

1. **Alignment.** Brown County Technology Services (BCTS) needs ensure that TS projects, investments and overall goals are aligned to County needs. This is an ongoing effort that will be improved through:
 - a. The internal Brown County Technology Steering Committee (BCTS) teams
 - b. Monthly County Executive meetings
 - c. Board meetings and community partner and inter-governmental meetings.
 - d. Open Reporting to Department Heads

A major BCTS challenge is that departments' goals and objectives are always visible to BCTS. This is improving with the creation of the Steering Committee and will be working with the individual departments to better prioritize needs. This may mean that we realign some activity

2. **Lifecycle management.** BCTS needs to ensure overall technology plans have a holistic review inside of TS and outside of TS. Lifecycle management means truly managing the entire life of a computer system and planning for all associated costs.

To help departments, BCTS is asking wider questions in any technology investment and is helping to facilitate improvements. The types of questions we ask include: Can TS or the department afford the support costs? Who will provide ongoing maintenance? Can we afford the ongoing maintenance and who will fund it? How will we replace the system when it needs upgrading or has

22

lived its useful life? Are there existing tools that could be used as alternatives? Is the process stable enough to be automated?

BCTS centrally has an excellent desktop, laptop and printer lifecycle program that provides predictable expenses and funding. BCTS will work over the coming 2015 and 2016 budget years to leverage that program or create a new one to provide a more stable cost cycle for servers, network and storage.

Major systems support and ongoing maintenance will be a challenge long term. Just like PCs, laptops, printers, servers, network and storage, we will need a more stable predictable long term budget model. Right now BC funds some of the major systems through bonding. In the long term a more predictable annual expense, will likely be required, especially as systems turn from one time purchase to could or web based software as a service where the costs are monthly or annual.

Overall expense for systems is an ongoing challenge. With the proliferation of web based, and mobile applications, system management overall will need to be readdressed. In figure 4 we have an example of the systems and support within the County. It only roughly represents 100 or so of the 500+ applications in use. The graph is representative only. TS hasn't added staff since 2007, but the County has added hundreds of systems (even with some application being retired). Overall this creates a huge support challenge that ends up shifting to the individual departments and frontline service staff.

Balancing the cost of TS with the county needs and funding will be the challenge in the coming years. Reviewing how systems are purchased, supported and maintained will be a key item for TS and the internal steering committee in 2015 and 2016. New software, systems and tools are great, but they need to fit into the bigger picture of funding and long term sustainability.

22

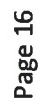


Figure 4 represents a small sample of the 500+ applications in use in the County. Currently BCTS is roughly managing items to the right of or above the dashed red line. The rest of the apps below or to the left of the dashed red line are “departmental” or unmanaged. In other words, direct TS support improves as the systems get closer to the top right corner of the diagram and decreases as you approach the lower left corner. Applications like PowerPoint and Visio are below the line, in the sense that they are centrally licensed, but there is no central support/expertise/on-site training.

The number of large applications added above the red line spread the fixed number of BCTS staff across an increasingly large number of systems. This effectively results in the red dashed line moving up and to the right over time.

In the past few years, the team has been able to absorb this growth by controlling/reducing tickets, automating and selectively reducing service. Over time we will likely see some or all of the following:

- i. funding for staffing and/or external support increasing with the number of systems (through the customer department and/or through BCTS)
 - ii. decreasing service levels on systems as a whole
 - iii. a decrease in the number of systems
 - iv. a focus on selecting systems that require less overhead
- 3. *Standardization.* BCTS continues to work toward application, system, tool and support standardization to reduce costs, complexity, and maintenance costs.
 - a. *Standardized systems.* Standardized systems include: Laserfiche, Milestone, Microsoft, Dictaphone, Dragon, Logos, and Kronos as good examples. Brown County Purchasing has been involving TS in new purchases, RFPs, and maintenance contracts. We do have room for improvement in this category, primarily in departmental purchasing education and system value / ROI education.
 - b. *Departmental Maintenance Agreements.* Involving TS in this process will be time consuming but is the next logical step to reducing or at least controlling the growth of overall ongoing technology expenses. The initial steps will occur in 2015 and 2016.
 - c. *Systems, Software, Hardware.* We have standardized on the PC, monitor, laptop, printer and Microsoft Software licensing. We will continue this trend with hardware and software. Examples include:
 - i. Expanding the use of existing systems such as: MileStone video, LaserFische document storage and our digital displays system.
 - ii. Standardizing on smartphones and tablets (partly completed in 2014)
 - iii. Trying to standardize on existing systems so we use what we have rather than investing in a new dissimilar tools (reducing training and simplifying support).
 - d. *Support, licensing, maintenance.* Centralizing service, reviewing agreements and looking for creative solutions. An example was the elimination of hardware maintenance on the Cisco edge equipment –and sparing the hardware instead. This resulted in \$100k+ in annual savings. It is

unlikely we will find savings like this in a single system, however, careful review of systems may result in collective savings approaching this number. This will not be as dramatic and obvious.

- e. *Staffing (decentralization)*. Currently technology is supported in a mixed fashion. Key staff in some departments supplement or replace IT service. In 2015 BCTS will be reviewing staffing and technology support options, reviewing centralized or decentralized. Review of options such as contract service tied to projects and staffing tied to systems will also be reviewed.

4. *Process Improvement*. Continue regular process improvement based on operational return.

Examples include:

- a. Improving work order process. This has been successful in reducing tickets over time.
 - i. Reducing work orders of a specific type such as password resets
 - ii. Avoiding new work order growth
 - iii. Online training for customers
 - iv. Streamlining service required to process tickets

** note external "new" security risks may counter savings in operations.
- b. Formalizing and educating departments about the value of including TS in software/system budget purchasing process.
- c. Including BCTS in all LEAN events
- d. Targeting software and hardware investment to reduce maintenance and operations
- e. Establishing and leveraging the BCTS Steering Committee in operations, planning, budget and project selection
- f. Researching, proposing and finding alternative ways of delivering service and or new technologies to improve County operations
- g. Alignment of BCTS measures to individual annual review metrics

5. *Financial Planning*. BCTS annual budgeting is stable, defined and is measurable. Long term budgeting is not well defined and tends to be somewhat inconsistent across BCTS and is even more inconsistent within departmental technology systems. This is a known issue and relates to larger expenses that were traditionally funded through bonding. This creates a less predictable activity cycle for BCTS, affected departments and in some cases the public. BCTS will:

- a. Review budget and project activity through the BCTS Steering Committee to ensure return on investment in time and capital plus alignment to overall County needs. This will also help with hard financial challenges where there is clear need but limited resources.
- b. Establish a multi-year replacement cycle and new initiatives over a 10+ year period. This will focus on large systems first such as Logos, Kronos, Avatar, 911, CAD, milestone, Laserfiche and infrastructure such as: email, network, servers, wireless, WAN and storage.
- c. Continue to review partnerships and opportunities for intergovernmental cost sharing and/or revenue sources. Such as providing email services to municipalities through BCTS for a fee. This also includes joint ventures such as BCCAN.
- d. Continue to leverage federal and state grants and contracts.
- e. Work to create a sustainable, predictable expense model that will support all County technology not just BCTS funding.

6. **Security.** Security as a risk category continues to increase. In 2014 BCTS identified over 1 million known risks to the county. The risk level is increasing and must be regularly addressed. People provide security; tools can only improve the ability of people to provide security. With the assignment of Chief Information Officer and Information Security Officer in May 2014, the county has a formal leader. We have already invested in tools including: Cisco Firewalls, Cisco IronPort Internet and Email filtering, Nexpose, and Kaspersky anti-virus.

Likely areas of investment include:

- a. *Reducing Risk.* Expanding patch and risk reduction using reassigned/new staff.
 - b. *Identity Management.* Improve process to provide role better based security for applications, systems, services and websites so staff turnover and rights management is more transparent and managed in tandem between BCTS and the department. This effectively forces the entire County to define the roles of Subject Matter Experts (SMEs). Today SMEs exist but in many cases are not defined roles. This will require county wide support and process changes.
 - c. *Two Part Authentication.* It is likely we will need to implement two part authentication in BCTS and separately in squad cars due to changes in the state interpretation of the FBI rule on the definition of a squad car as "secure". Long term we can expect Two Part Authentication to be required in key BCTS areas, in mobile environments such as squad cars and also in office environments.
 - d. *Data Loss Prevention (DLP).* A DLP program will eventually be required, but assumes a foundation of existing policy, definition of data, a data retention program and a security program. Given current funding and staffing, this is likely to be 5 to 7 years out.
 - e. An example of a smaller project that will improve security is purchase of unlimited SSL Certifications to allow HTTPS without dozens of individual agreements. The central purchase should also save money in the long term by reducing TS, Accounting and Purchasing labor. This will be budgeted for in 2016.
 - f. We will also implement a new secure file transfer tool. This is a budgeted project for 2015.
7. **Employee Development.** This is a two part goal. The 1st part is County wide and 2nd is specific to BCTS. Investment in targeted training will increase County and BCTS staff effectiveness and efficiency.
 - a. In 2007 the BCTS training specialist was eliminated. Given the level of and dependence on technology in use within the county BCTS will work to improve overall technology, applications, security and system training throughout the County. This could result in Human Resources adding this role, TS adding this role, or a combination of outsourced training to fill this role.
 - b. Develop, attract and retain key BCTS staff, we will improve work processes, expand and target training and work with staff to reduce barriers to productivity. Specifically focusing on job related training.
 8. **Staffing and Reorganization.** As noted in the 2015 smart goals. BCTS will be reorganizing for 2016/2017, including new job descriptions and likely reporting structure changes. This will likely

include the request for additional staff based on workload, customer service, projects and system support metrics. Specifically the addition or reassignment of existing positions to an Office Manager, SharePoint Specialist, Trainer and/or Security Specialist are all possibilities.

BCTS staffing levels have been the same since 2011. ** note the staff count did change in 2011 but those changes were the result of a reporting transfer for the Copy Center & Document Center (not new staff).

Overall the only FTE that was added within the last few years was the System Administrator (Security) position in 2007. In the 2015 budget the Office Manager was converted to a help desk service technician and the System Administrator position converted to a server position. It is likely BCTS will request a security position in the 2016 budget.

9. *Transparency & Communication.* Continue to work improve open access to BCTS information to all department heads, leaders, key partners and the public as appropriate. Much of this started already and includes: the internal Steering Committee, open IT forums, weekly, monthly and annual updates. This also includes the ongoing improvement of the simplified scheduled and unscheduled change notices implemented in June of 2014.
10. *Data Retention and Open Records.* Open records and data retention remain a major challenge. After consulting with the state, there is no clear solution to meeting the retention requirements. There are over 836 different retention rules for office use. Further, additional controls are required for the DA, Clerk of Courts, Sheriff, Jail, and Register of Deeds; plus special rules for the Airport and Human Services HIPAA data. We estimate over 2000 different rules apply to staff within the county.

These requirements are an unfunded mandate. Even if retention was funded partially (i.e. storage and software) a staff member would need to manage dozens if not hundreds of rules for everyday records retention impacting all County operations due to the time required to tag all data. It would also increase TS costs in terms of system, software and hardware maintenance and the management of the identified data.

A goal for 2015 is to provide a framework that a County employee can follow, that meets the intent of the hundreds of rules, and still makes them feasible. It is likely this work will continue into 2016.

11. *Business Continuity.* Brown County has invested well in central BCTS Business Continuity resulting in a robust Business Continuity program.
 - a. Site failover is available for over 90% of core systems including: redundant fiber for primary and backup data centers. There is failover for core systems such as: email, LOGOS, Kronos, and Avatar. Voice services have full failover IAR (inbound alternate routing) through AT&T.
 - b. Business Continuity for decentralized applications and services are inadequate to nonexistent. Departmental systems in many cases were purchased without TS involvement, and/or are known to only one or two staff in a department.

- c. The fiber infrastructure provides protection from individual line cuts, ensuring key services remain available.
12. *Disaster Recovery.* BCTS will be working to improve Disaster Recovery (DR) in 2015. Many of the Business Continuity features provide benefit for more likely day to day site based disasters. The ability of Technology Services to recover for a major disaster such as regional power outage, flooding, or similar even needs to be addressed and possibly improved. Please note some systems are single hosted due to cost such as Milestone due to high storage costs.

Primary recovery for data is tape backup only (apps and OS are not backed up). In the unlikely event of a true dual site disaster all servers and applications would need to be rebuilt using tape restores.

One major improvement to BCTS DR in 2015 will be the upgrade of the tape backup system. As part of that upgrade, individual server backups, tape rotations and offsite storage will all be reviewed. This may result in budget requests in 2016. Also TS will be reaching out to departments to help them better prepare the local/departmental applications for a potential system failure (Business Continuity event) or a full disaster such as a tornado, fire or flood.

13. *New technology.* Continually assess the changing technology environment for opportunities for cost reduction and/or improved services due to price shifts, disruptive technology and internet/cloud services. Examples include:
- a. Leveraging **YouTube** for county video storage to reduce costs for public video storage and distribution. This is expected to be live in early 2015.
 - b. Ongoing assessment of **mobile computing**, preparing the county and BCTS specifically, to be leverage mobile as a tool in service delivery. Mobile software such as mileage tracking, geo imaging for highway and tablets for board meeting and clinical settings.
 - c. Ongoing review of **cloud hosting** such as Google for Government and Office 365. We moved to cloud hosting for the Library SirsiDynix tool. Overall in the short term, the SirsiDynix cloud service has proven to be slightly more expensive than on-site service. All Cloud Hosting will need to be reviewed from a cost/benefit – ROI perspective, and likely repeatedly as the market dynamics, labor costs and service expenses change.
 - d. Expand **virtualization** to the desktops. Virtualization on the server side is already providing significant benefit to Brown County; server virtualization will be maintained and expanded slightly. BCTS expects to request funding in 2016/2017 for a net new Citrix (or similar) workstation virtualization environment to provide anytime/anywhere access – likely leveraging tablets and remote access. The budget is estimated to be \$650k ^{1st} year and \$170k recurring. In the short term this is a supplement to the desktop and gives the ability to have a secure roaming desktop on laptops and other mobile devices on and off site. Long term, this technology could functionally replace the desktop; leaving the local computing device as a display and keyboard/mouse input device only.